

FEDERAL BUREAU OF INVESTIGATION  
FOI/PA  
DELETED PAGE INFORMATION SHEET  
FOI/PA# 1346539-0

Total Deleted Page(s) = 32

Page 22 ~ Referral/Direct;  
Page 32 ~ Referral/Direct;  
Page 34 ~ Referral/Direct;  
Page 47 ~ b7E;  
Page 64 ~ b7E;  
Page 65 ~ b7E;  
Page 66 ~ b7E;  
Page 67 ~ Referral/Direct;  
Page 71 ~ Referral/Direct;  
Page 72 ~ Referral/Direct;  
Page 78 ~ b7E;  
Page 79 ~ b7E;  
Page 80 ~ Referral/Direct;  
Page 82 ~ Referral/Direct;  
Page 89 ~ Referral/Direct;  
Page 91 ~ Referral/Direct;  
Page 97 ~ Referral/Direct;  
Page 99 ~ Referral/Direct;  
Page 111 ~ Referral/Direct;  
Page 112 ~ Referral/Direct;  
Page 113 ~ Referral/Direct;  
Page 122 ~ Referral/Direct;  
Page 129 ~ b7E;  
Page 165 ~ Referral/Direct;  
Page 167 ~ Referral/Direct;  
Page 169 ~ Referral/Direct;  
Page 196 ~ b7E;  
Page 220 ~ b7E;  
Page 246 ~ b7E;  
Page 247 ~ b7E;  
Page 252 ~ Referral/Direct; Referral/Consult;  
Page 253 ~ Referral/Direct; Referral/Consult;

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October 8, 1953

MEMORANDUM FOR MR. TOLSON

While in conference this morning with the Attorney General, he stated he had received a letter from some agency of the Government relative to the actions to be taken by the Department if a national emergency occurred, and as he was not here when the plans were laid for this matter, he was wondering what the plans were. I told the Attorney General that in so far as the FBI was concerned, that we had a stand-by headquarters in West Virginia with all necessary cables and equipment set up and that we had definite plans for official leadership of the Bureau in the event any of the higher officials were killed or seriously injured and that, as a matter of fact, we had worked out quite a detailed program. I told the Attorney General that in so far as the Department was concerned, I was not familiar with what they had done, although I knew it had been handled by Mr. Andretta and suggested he get in touch with Mr. Andretta about this. The Attorney General indicated that he would.

The Attorney General stated he thought it would be desirable, at an early date, to have a briefing of the ranking staff of the Department on what the plans were and wanted to know what I thought of this idea. I told him I thought it was a good idea in that most of the staff of the Department now were new officials and probably many of them did not know what procedures were to be followed. He stated he thought he would arrange for this to be done shortly and would like to have representatives of the Bureau attend and would like to have me be prepared to brief the staff as to what the FBI program would be. In view of this, I would like to have you prepare for me the necessary material which I will need to give the Department staff the briefing which the Attorney General has in mind.

RECORDED-52

Very truly yours,

John Edgar Hoover  
Director

SENT FROM	D C
TIME	1:15 PM
DATE	10-10-53
BY	

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

JEH:mpd

OCT 15 1953

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 10/15/53

FROM : H. H. Clegg

SUBJECT: BUREAU WAR PLANS Auxiliary space for S.O.G.  
EVACUATION

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gandy \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

This is another of a series of monthly memoranda indicating the status of items being considered in connection with the Bureau's evacuation plans. All items have been completed with the following exceptions:

1. Communications

The microwave station located about one-half mile from the evacuation site has been installed and it can be used to communicate with other sensitive Government agencies in the network. Not all of the agencies have installed their stations at this time. In accordance with the decision on 2/20/53 of the Executives Conference, cable has not been laid between our station and our evacuation site because of the cost involved. The station, however, can now operate.

2. First Aid Training

In accordance with the decision of the Executives Conference, First Aid Training Classes will be resumed at the Seat of Government on 10/26/53, and classes will continue until at least 15 per cent of the employees in the various buildings occupied by the Seat of Government, possess a current Red Cross First Aid Certificate. The following is a compilation of the percentage of employees now possessing such a certificate:

Justice Building.....	11.1%
Identification Building.....	12.6%
Old Post Office Building.....	25. %
Quantico.....	28.6%
Redskin Building.....	9.8%
Clinton Radio Station.....	5. %
Waldorf Radio Station.....	14. %

3. Destruction of Files

The problem of mass destruction of files has been studied by the Military authorities and other Governmental agencies. The Bureau has been in touch with them and the FBI Laboratory has studied this problem. No method more desirable than burning has been found. The Laboratory is continuing its efforts to find a more suitable method.

cc: Mr. Harbo

FHS:dmb

RECORDED 108

166-17381-252

OCT 21 1953

OCT 28 1953

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66-17385-

66-17382-

66-17386-

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 10/12/53

FROM : MR. H. H. CLEGG

Bureau  
SUBJECT:

WAR PLANS Auxiliary SPACE FOR S.O.G. ✓

As requested, the following information is submitted:

1. What is the exact situation as to passes for Agents and Clerks at the Seat of Government and in the field?

Ans. Agents will use credentials and National Civil Defense Headquarters states they will be recognized without question. All Seat of Government and Washington Field Office clerks have plastic FBI passes. The 399 clerks at the Seat of Government and Washington Field Office occupying the most essential positions have red seals imprinted on their plastic passes which local Civil Defense has agreed will permit these employees to travel in emergency periods. The key clerks in each field division also have plastic passes issued by the Bureau. Red seal passes exist only in Washington to meet a local problem.

Civil Defense will recognize these passes in all localities except the State Director of Civil Defense at Richmond, Virginia and the Director of the City of Los Angeles. The Bureau has been unsuccessful in getting these two officials to recognize passes so that employees will have unrestricted movement in emergencies. National Civil Defense Headquarters points out it cannot require any local Civil Defense Director to recognize any type of document during peacetime, but that as soon as an emergency arises National Civil Defense will then be in complete charge and can force local Directors to do its bidding and National Headquarters will force all local Civil Defense Directors to recognize FBI passes. The Bureau decided that all field clerks should not be provided with passes at this time; however, photographs have been taken so that if conditions appear to get more acute all clerks can be provided with passes. At the present time, however, the essential and key field clerks have passes. Local Civil Defense, Washington, recognizes our red seal passes for Seat of Government Clerks, and Washington Field Clerks.

cc-Messrs. W. R. Glavin  
L. B. Nichols  
J. E. McArdle

EDM:DMG

166-17381-

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Memorandum to Mr. Tolson

In addition, Civil Defense Headquarters advised 10/13/58, that it has the Bureau of the Budget working to print personnel passes and windshield placards for automobiles identifying the bearer or driver as an essential Federal employee (agency not named) who should be allowed to travel unimpeded anywhere during an emergency. It has already been approved by the Bureau that a supply of these personnel passes and windshield placards will be obtained when available for distribution by Civil Defense. Civil Defense has agreed to furnish quantities to the Bureau. As soon as these passes and placards are available for distribution Federal Civil Defense Headquarters will then advise local Civil Defense Directors throughout the country (including Richmond and Los Angeles) that these documents should be honored. As soon as an emergency develops National Civil Defense Headquarters will order these documents be honored.

2. Does each field office have a set place to which to evacuate?

Ans. All field offices have a set place to which to evacuate.

3. Have arrangements been made for space to be used by Mr. E. H. Winterrowd and his alternate, J. R. Mallen, who would handle liaison with the Department of Justice at the [redacted] b7E  
[redacted] to which site [redacted] will  
evacuate their top staff in the event [redacted]  
building becomes unusable?

Ans. No such arrangement has been made. Those selected employees of [redacted] will evacuate to [redacted] only if [redacted] is untenable. It is the plan that Winterrowd will be in charge of [redacted] and could operate from one of the remaining FBI buildings in Washington, or from our facilities at Quantico, or from the FBI radio facilities at [redacted] b7E  
[redacted] depending upon what facilities are still standing. If you deem it advisable, Mr. J. R. Glavin, in charge of evacuation matters, who has been handling air raid and shelter matters with [redacted] liaison capacity will make appropriate contact with the [redacted] as to a request for space for Winterrowd at [redacted] or if you wish, I will do so.

Done  
10-15 M

Memorandum to Mr. Tolson

4. Are telephone communications set up between the FBI evacuation headquarters at Shepherdstown, West Virginia and [redacted] b7E  
[redacted] which [redacted] will occupy?

Can we contact the Bureau of Prisons at its evacuation site?

Can we contact Immigration and Naturalization Service at its evacuation site?

Ans.

In the event both the present Bureau switchboard on the Fifth Floor and the two alternate switchboards in the old detention rooms and the range in the basement become inoperative, it would be likely that local telephone service generally could be inoperating. Because of the security of the old detention rooms and range, it is possible that the upper part of [redacted] map be unuseable and we may still have communication facilities from the basement. When telephone service fails, it is the plan to use radio from Shepherdstown, West Virginia to the [redacted] facilities of the FBI. If for any reason radio should fail, courier service will be used. b7E

The Bureau of Prisons is not a sensitive agency (the FBI is) and thus is not scheduled for any early evacuation. As a last resort if building space becomes unuseable the Bureau of Prisons will evacuate to [redacted] b7E  
[redacted] in [redacted] which is [redacted] evacuation site.

The Immigration and Naturalization Service, if necessary to evacuate, will use the existing Immigration and Naturalization field installation at Buffalo, New York, with a total of twelve people scheduled for evacuation. Our communication with Immigration and Naturalization Service will be by long distance telephone from Shepherdstown, West Virginia, as needed, or by GN (Code) radio communication directly with the Buffalo Office. We have been assured by the Telephone Company that the FBI will receive the highest order of priority service as a first critical agency.

With regard to the Detention of Communists Program, those persons arrested will not be turned over to the Bureau of Prisons until after they have been given their hearings. Meanwhile they will be held in U. S. Marshal or Military custody. It is not likely that any will be turned over to

Memorandum to Mr. Tolson

The Bureau of Prisons for at least some time after arrest, depending on the rapidity of handling by the Department of Justice.

5. Do we have a highway priority in order to evacuate essential FBI personnel from Washington, D. C. to Shepherdstown, West Virginia?

Ans.

No road priorities have yet been set up for the [redacted] FBI, or any other sensitive agency. This matter is currently receiving study by [redacted]. [redacted] supervises War Plans. [redacted] intends to inform Federal Civil Defense Headquarters of the needs of sensitive agencies so that Civil Defense can set up some coordinated plans as to traffic control and priorities during the evacuation period. The only apparent action which the Bureau could take in the meantime has already been taken through the establishment and charting of five routes to Shepherdstown. This has been done. As soon as it appears that evacuation will be necessary, Assistant Director W. R. Glavin will leave for Shepherdstown and by radio advise the Bureau as to existing traffic conditions in the event evacuation becomes necessary before Civil Defense has set up its priority system.

b7E

6. Has a dry run been made on travel to the evacuation point?

Ans.

Evacuation Coordinator Glavin and certain representatives of his Division have made test dry runs to the evacuation site. Certain divisions have also had dry runs on the mobilization of personnel, notably during the last streetcar strike.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mason

DATE: 12/16/53

FROM : J. E. McArdle

SUBJECT: BUREAU WAR PLANS *Admin. Div. 8* MR CLEGG  
THE DIRECTOR'S OFFICE *FOR S. G.*  
ASSOCIATE DIRECTOR'S OFFICE

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Laughlin \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

A review of the war plans submitted for the Director's Office and for the office of the Associate Director disclosed that arrangements had been made for transportation for the Director and Associate Director from their office or residence to the evacuation site and, inasmuch as a review of the plans for the Administrative Division did not specifically include such arrangements, I contacted Mr. Glavin.

Mr. Glavin advised inasmuch as he was in charge of evacuation under emergency circumstances it was his responsibility, and one which he had fully assumed, to insure that the Director and the Associate Director were provided with adequate transportation either from the office or from their residence to the emergency site should this become necessary.

RECOMMENDATION

None...For your information.

RECORDED-57 66-17381-253

cc: Mr. Glavin

JEM:db

58 DEC 6 1953

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *V. m.*

FROM : EXECUTIVES CONFERENCE

DATE: November 6, 1953

SUBJECT: Bureau  
WAR PLANS Auxiliary Space FOR S. O. G.

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Mohr  
Rosen  
Tracy  
Winters  
Tele. Room  
Holloman  
Sizoo  
Miss Gandy

Present at the conference of November 4, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Holloman, Nichols and Mason.

## BACKGROUND:

In connection with the Bureau's war plans, it is contemplated that certain essential files will be evacuated, in the event of an emergency, to our evacuation site at Shepherdstown, West Virginia. Only these crucial files will be evacuated and for the most part they pertain to Security Index subjects, very important investigations in the security field, personnel files, payroll matters and related topics. There will remain millions of files in Washington. Concern exists as to exactly what would happen in the event of a parachute invasion, or landing nearby by the enemy with sufficient force to capture the City of Washington. FBI files listing Agents, informants, subjects and other data might be used by the enemy to the detriment of the United States or serve as a basis for searching out FBI employees and their relatives.

The military agencies have for years experimented unsuccessfully with techniques for destroying huge volumes of files, such as we have in the FBI. They have much the same problem as we have. As a matter of fact the Germans endeavored at the end of World War II to destroy their files in Berlin and were quite unsuccessful with the net result that much valuable information fell into the hands of the Allies. The military is continuing its research for means of destroying files. The use of explosives in file cabinets has been explored. The use of chemicals and other techniques have been considered. The Laboratory recently pointed out that the surest means of destroying files would be to reduce them to pulp in a technique similar to that used in making paper. However, this would cost nearly a quarter of a million dollars and much advance effort to set up the necessary facilities.

- EDM:wlh
- 1 - Mr. Mohr
  - 1 - Mr. Clegg
  - 1 - Mr. Harbo
  - 1 - Mr. Nichols

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Memo to Mr. Tolson

In the absence of a more suitable means, it has been the Bureau's plan to endeavor to destroy those Secret of Government files in the Justice Building by means of a bonfire in the court yard. The majority of our files are in the Identification Building and it was contemplated that a bonfire in the street near the Identification Building would be used to destroy files there (no attempt would be made to try to destroy fingerprint files). Mr. Mason expressed to the Conference the view that bonfires for the destruction of the files would be unsuccessful because the fires would be so huge as to jeopardize buildings in the area. To do a really destructive job on the files, tremendous heat would be necessary and the pages in the files would have to be separated with the net result that an up draft of hot air from the fires would carry partially burned pages into the air and distribute them over a radius of miles, depending upon the wind.

THE PROPOSALS:

1. Mason requested that the Conference consider establishing contact with the D. C. incinerators, finding out who is in charge, whether any other agency has arranged for the use of the D. C. incinerator, determine the capacity of the incinerator and make all necessary arrangements so that we can destroy as many files as possible at the D. C. incinerator.

The Conference had a divided view as to this and the majority, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Holloman, and Nichols felt that this should not be done. Majority opposition was based primarily upon the tremendous number of files that we have, problems attendant to getting those files to an incinerator during an emergency, the belief that if an acute emergency exists it may be better to try and destroy the files by means of explosives rather than through another medium, as well as the possibility that even if the files were seized by the enemy the files might be of little value to the enemy.

The minority, consisting solely of Mason, felt that the Bureau should make every possible plan to protect itself in an emergency and that we should have Mr. Glavin, who is coordinator of evacuation, appropriately contact the D. C. incinerator officials and see what could be done relative to the destruction of our files.

Memo to Mr. Tolson

Depending upon the Director's wishes appropriate action will be taken.

2. The Conference unanimously agreed that the FBI Laboratory should maintain close liaison with the military so as to be cognizant of any developments by the military as to ways and means of destroying large volumes of files and that the Laboratory should continue to seek suitable methods for destruction of Bureau files. The Conference did not feel that the Laboratory should engage in a tremendous project, but that all reasonable avenues should be explored.

*Got with  
10/11-16*

*Yes.  
A.*

*✓*

*See memo by  
R. J. Parsons  
JUL 9-25-53  
RJ*



# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: Oct. 30, 1953

FROM : A. H. Belmont

SUBJECT: WAR PLANS

~~CONFIDENTIAL~~

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Reference is made to the memorandum dated October 14, 1953, from Mr. Clegg to Mr. Tolson in the above-captioned matter. Set forth in this memorandum were several questions and answers regarding the Bureau's war plans, including the following question No. 5:

AUXILIARY SPACE FOR S.O.G.  
Do we have a highway priority in order to evacuate essential FBI personnel from Washington, D. C., to Shepherdstown, West Virginia?

Answer - No road priorities have yet been set up for the [redacted] FBI b7E or any other sensitive agency. This matter is currently receiving study by ODM.

Concerning this Mr. Tolson noted, "We should try to get an early decision on this."

Mr. Bartlett of the Liaison Section has been in touch with Mr. A. Russell Ash, Chairman of the Ad Hoc Committee on Alert Planning, Office of Defense Mobilization, concerning this matter. Mr. Ash advised Mr. Bartlett on October 30, 1953, that after making a study of all the available plans which have been submitted to ODM, he advises that the problem of highway priority for the evacuation of the personnel of sensitive agencies to their relocation sites is included in a plan drawn up by the District of Columbia Civil Defense planners and is now before the District Commissioners for approval. This plan calls for the handling of traffic during moments of emergency; however, the number of key personnel from sensitive agencies is included in the over-all plan and no special provision has been made for this limited group. Mr. Ash explained that this particular planning is controlled by Civil Defense and not ODM.

Liaison will follow this matter and you will be advised as soon as the definite plan is approved by the District Commissioners.

ACTION: For your information.

CHB:lw

1 - Mr. Mason

56 NOV 19 1953

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ORIGINAL FILED IN 66-17380-869

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo *PH*

DATE: Nov. 27, 1953

FROM : I. W. Conrad *IWC*SUBJECT: BUREAU WAR PLANS Auxiliary Space For S.O.G.  
SECURITY AGENCIES' MICROWAVE SYSTEM

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Reference is made to Executives Conference memo 2-24-53 approving various expenditures in connection with the microwave station at Shepherdstown. In this memo the Conference recommended against expenditures for the installation of telephone cable to permit operation from the school property at that time.

As you know, tests can be conducted from the microwave building both by telephone and teletype but in the event of a national emergency considerable time would be required to install cable, even if such cable could be obtained in wartime, from the microwave site to the school to place the telephones and teletypes on an operational basis.

As far as is known to date, there has been no identification made between the microwave station on the Potts estate and Shepherds College by anyone outside of Bureau employees with the possible exception of a [redacted] local manager of the power company in Shepherdstown, who made a comment when he noted the name of J. J. McGuire signed to the electric power contract. This was pointed out in my memo to you 4-16-53.

Therefore, in order to preserve the security and separation of the two places, as requested by the school officials, it would be impossible to run cable from the microwave site directly to the school without persons being able to trace the cable from one location to the other.

It is believed that the Bureau may wish to reconsider the cable installation at this time. Engineers of the Laboratory have devised a plan whereby the cable could be run from the microwave site to the telephone exchange and from the telephone exchange to the college building, thereby making it very difficult for anyone to connect the two sites together by tracing the telephone cable. This plan, of course, would require the consent and cooperation of the telephone company.

As you know, [redacted] of the Martinsburg Telephone Company made the existing telephone installation at the school and is aware that it is for the Bureau. However, he has no knowledge of the microwave station belonging to the Bureau.

Therefore, if Bureau approval is granted [redacted] will be contacted concerning the above plan, and if [redacted] and the telephone company is agreeable to this plan, a cost estimate will be obtained.

RECOMMENDATION

It is recommended that Bureau approval be granted for the above contact with [redacted] so that cost estimates of cable installation may be obtained and submitted to the Bureau for further consideration.

GLD:urh

RECORDED-37

DEC 16 1953

53 DEC 24 1953

HANDLING 12-9-53

WZ

2-1-53

Approved by Executives Conference 12-3-53  
Messrs. Tolson, Ladd, Tracy, Trotter, Belmont,  
Rosen, Clegg, McGuire, Holloman and Harbo. RTH:VH

b6  
b7Cb6  
b7C

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 12/14/53

FROM : H. H. Clegg

SUBJECT: BUREAU WAR PLANS - EVACUATION

Aspiratory space P.O.C.

This is another in the series of monthly memoranda indicating the status of items being considered in connection with the Bureau's evacuation plans. All items have been completed with the exception of the following:

1. Communications - the microwave station located approximately one-half mile from the evacuation site has been installed and can be used to communicate with other sensitive Government agencies in the network. The Executives Conference of 2/20/53 decided against purchasing the cable which is necessary to connect the station with the evacuation site; therefore, communications over the microwave system must begin in the station itself and not from the evacuation site proper.

2. Four first aid training classes of approximately 30 students each have been completed. It will be necessary to continue with a minimum of three more classes of the same number and to institute refresher courses for those individuals whose certificates are expiring in the near future.

3. Destruction of files - to date no method more desirable than burning has been found for the mass destruction of files. The FBI Laboratory is continuing its research in this matter.

4. Highways - Liaison Section of the Domestic Intelligence Division is continuing to negotiate with the Office of Defense Mobilization and Federal Civil Defense Administration in an effort to ascertain the proper procedure to be followed in an emergency insofar as travel on highways is concerned. To date no specific priority system has been set up.

RECOMMENDATION: None -- informative.

cc - Mr. Harbo  
Mr. Belmont

JEM:cs

RECORDED-88

166-17381-2

DEC 23 1953

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Tele. Room  
Holloman  
 Sizoo  
Miss Gandy

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10 SEP 30 1969

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The Attorney General  
Director, FBI

December 17, 1953

~~Downgraded to Secret~~  
~~per 60324 UC BAW/SAB/ML~~  
~~4/9/2010~~

Apresos of our conversation this morning concerning your desire that accommodations be made available for yourself, the Deputy Attorney General, and eight other persons, at the site selected for the relocation of this Bureau's activities in the event of an emergency, I wish to advise that it has been determined that we will be able to comply with this request.

This Bureau's relocation site is the Shepherdstown College Buildings at Shepherdstown, West Virginia.

I have arranged, by redistribution of space, so that we will be able to accommodate yourself, the Deputy Attorney General, and eight others.

In connection with this, I am attaching, for your information, five copies of maps that have been sketched showing routes which may be taken to reach this relocation site.

Attachments

NPC:mfs

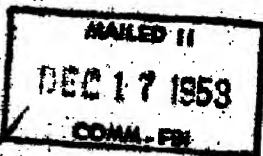
cc: Mr. Ladd  
Training and Inspection Division

RECEIVED DIRECTOR  
U.S. DEPT. OF JUSTICE  
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DEC 28 1953

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63 JAN 4 1954

~~SECURITY INFORMATION - TOP SECRET~~

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Mohr  
Tele. Rm.  
Holloman  
Gandy

Bureau War Plans Auxiliary space For 30 G

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *a-bb*

DATE:

December 17, 1953

FROM : V. P. Keary

SUBJECT: BUREAU WAR PLANSROUTING SPACE FOR S.O.G.

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
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 Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

On December 17, 1953, Mr. A. Russell Ash, Chairman, Ad Hoc Committee for Alert Planning, Office of Defense Mobilization (ODM), advised Mr. Bartlett that he had received a request from the [redacted] of the committee to determine if it was possible for him to view the FBI microwave tower installation at Shepherd College, Shepherdstown, West Virginia. *Mr. Conrad agrees*

As you know, the Ad Hoc Committee on Alert Planning is made up of members of the security agencies of the Government. Recently [redacted] has become a member of this group and their representative is [redacted]. At the [redacted] he is Chairman of their Emergency Disaster and Mobilization Committee.

According to Mr. Ash, [redacted] plans to use [redacted] the FBI is using Shepherd College. As a result they have a technical problem concerning the installation of a microwave setup which was experienced by the Bureau at its emergency site. Mr. Ash said that [redacted] contacted him to see if any precedent had been set concerning the visiting of a site such as the FBI's site. It appears that the FBI emergency planning is similar to that being considered by the [redacted] therefore, the FBI installation is a logical one to observe. [redacted] would like to merely make an observation of the tower and the building with its equipment, and it is believed that this might be done on a day when the Bureau's Laboratory representatives are at the site checking the equipment.

According to Mr. Ash, [redacted] would like to take with him two members of his staff, [redacted] and [redacted] a radio technician.

Comments: It is believed desirable from a cooperation standpoint, both with [redacted] and the Ad Hoc Committee, to permit these three representatives of the [redacted] to view the FBI installation at Shepherdstown, West Virginia.

RECOMMENDATION: It is recommended that permission be granted by the Bureau to allow [redacted] representatives to visit the FBI emergency communication site at Shepherdstown, West Virginia. (This visit would in no way include the Shepherd College campus.) *Mr. Conrad agrees.*

1-4-SH C.W. BATES ADVISED [redacted] THAT GORDON DAVIS LAG  
 WOULD GO WITH HIM ON FRI. 1-8-54.

OHB:lw

1 - Mr. Harbo  
 - Mr. Glavin

DIRECTOR

RECORDED-88

66-17381-258

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE:

January 11, 1954

FROM : D. M. Ladd

SUBJECT: EMERGENCY WAR PLANS Auxiliary space FOR S.O.G.  
Bureau

Mr. Thomas Donegan talked with me about a week ago about the Bureau's memorandum to the Attorney General, advising that the Bureau could take care of the Attorney General, the Deputy Attorney General, and eight others, at its evacuation center at Shepherdstown. He stated the Attorney General had asked him to coordinate this matter, and in connection therewith the Attorney General was wondering whether we would be able to assign a stenographer to him for any necessary dictation, and whether it would be possible for the Bureau to arrange transportation for the ten Departmental personnel. Mr. Donegan further stated he would want to explore the problem with the Bureau of getting the necessary stationery supplies down at Shepherdstown for the Attorney General.

In accordance with your instructions I today saw Tom Donegan and advised him that the Bureau would be able to make a stenographer available to take any necessary dictation for the Attorney General, but not for any other members of the Departmental staff, and that the Bureau would not be able to arrange transportation for any of them; that in the event Donegan had any necessary stationery supplies which he wanted stored at Shepherdstown he should get these supplies together and make them available to the Bureau.

Donegan stressed the fact that these talks are all informal at the present time. He expressed appreciation for the information furnished.

DML:CSH

RECORDED-92

166-17381-259

JAN 18 1954

13

EX-127

63 JAN 21 1954

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

166-17381-259

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: January 28, 1954

FROM : I. W. Conrad

SUBJECT: BUREAU WAR PLANS Auxiliary Space For C.O.G.  
SECURITY AGENCIES MICROWAVE SYSTEM

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Mohr	_____
Tele. Rm.	_____
Nease	_____
Gandy	_____

Reference is made to my memorandum of 11-27-53 concerning the installation of telephone cable between the microwave station and Shepherd College, requesting Bureau approval to contact the telephone company to obtain installation and recurring costs of such a cable installation.

Further reference is made to Executives Conference approval of the above request dated 12-3-53.

This is to advise that the Virginia Telephone and Telegraph Company has been contacted through [redacted] at the Front Royal office of the above company. [redacted] was in charge of the original switchboard installation at Shepherd College and was aware that the installation was for the Bureau. [redacted] advised SA G. L. Davy of the Radio Section that an estimate of installation and recurring costs would be made as soon as possible and submitted through the usual billing channel to Mr. J. J. McGuire for the attention of G. L. Davy.

ACTION

None, for informational purposes only.

GLD:vrh

RECORDED-37 66-17381-260  
FEB 2 1954  
13

EX-126

FEB 4 1954



RECORDED - 32  
INDEXED - 32

January 23, 1954

261



Dear [redacted]:

b7E

Reference is made to your letter of January 12, 1954, concerning the admission of technical personnel of this Bureau to certain technical areas of [redacted]. The cards and forms transmitted with referenced letter are being executed and will be returned to you along with the requested photographs at an early date.

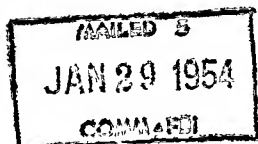
I want to thank you for your kind cooperation in this matter.

Sincerely yours,

John Edgar Hoover  
Director

AJJ: vrh

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



FEB 16 1954

RECEIVED  
JAN 29 1954  
62

h

41

67

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: January 25, 1954

FROM : N. P. CALLAHAN

SUBJECT: EMERGENCY WAR PLANS

*Emergency War Plans Auxiliary space for S.O.G.*

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Laughlin  
Mohr  
Winterrowd  
Tele. Rm.  
Holloman  
Gandy

Mr. Thomas Donegan of the Department telephonically contacted the writer in your absence at Executives Conference and stated that he had been in conference with Mr. Ladd with reference to the arrangement whereby the Attorney General and nine other officials of the Department would be afforded facilities at this Bureau's relocation site at Shepherdstown, West Virginia. He stated that in line with his conversation with Mr. Ladd he understood that the Bureau could not make any transportation facilities available nor could it make available any clerical assistance other than providing a stenographer when needed for the Attorney General in order that he could dictate on necessary items. Further, that the Bureau would arrange for the transportation of a limited amount of necessary supplies for the Attorney General's use when they were boxed and furnished the Bureau.

Mr. Donegan stated in connection with this latter item of making available the supplies, he was desirous of knowing who should be contacted to turn them over to to see that they were placed with the other materials that would be shipped to Shepherdstown. He also indicated that he had been designated by the Attorney General to draw up a short brief for transmission to the White House with a copy to this Bureau of the instructions and plans in this regard that would be furnished to the Attorney General and nine other individuals concerning this matter and as close to the format which the Bureau may have utilized in briefing the White House on this subject.

RECORDED-66-17381-262

Accordingly, the writer arranged for Mr. Gauthier of this Division who has handled the monograph of information furnished to the White House to outline briefly and generally the format layout of this information. After his discussion with Mr. Donegan concerning this matter he advised that Donegan had further raised the question of him, Gauthier, as to what type of credentials would be necessary under all conditions of emergency which would pass them in and out of crowded areas under emergency conditions, and it was pointed out that it had been necessary for this Bureau to take up this matter with the Civil Defense authorities and it was suggested to Donegan that the Department would have to do this themselves. He also inquired as to what plans this Bureau had to get in touch with our employees who are scheduled for evacuation. Mr. Donegan was not furnished any details in connection with this matter

FEB 1954  
NPC:gt

Memo to Mr. Glavin (continued)

and it was pointed out to him the Bureau had nonetheless pre-arrangements which adequately provided for this situation and that it would be up to him and the Attorney General to devise their own arrangements in this regard. Mr. Donegan also inquired as to whether or not the Security Index Files and records of the Bureau would be available to the Attorney General and the nine officials at the site and this question was answered by stating this is a matter which should be discussed with Mr. Ladd.

No specific information with reference to the Bureau's War Plans was divulged to Mr. Donegan according to Mr. Gauthier and the above information which was furnished was of a general nature to be used as a guide by Donegan in formulating the Department's own plans in connection with this matter.

This memorandum is submitted for information and record purposes only.

*c c ladd*

*Donegan will have  
to make the  
detailed  
arrangements*

*←*

66-17380

February 8, 1954



Dear [redacted]:

b7E

Reference is made to your letter of January 12, 1954, and my letter of January 28, 1954, concerning the admission of technical personnel of this Bureau to certain technical areas of [redacted]

In accordance with your request, there are enclosed twenty B-1 and thirty B-9 completed forms along with three photographs each of the employees involved. The sample B-1 and the three extra B-9 forms are also being returned herewith.

Sincerely yours,

John Edgar Hoover  
Director

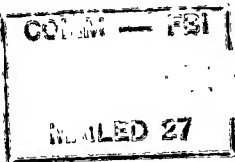
Enclosures

AJB:ctw

RECORDED - 54

66-17381- 263

FEB 2 1954



- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

20 FEB 10 1954

*[Handwritten signature and initials]*

**ROUTING SLIP**

(5-12-52)

Memo To: PERSONAL Date 2/10/54, 19  
MR. E. D. MASON, TRAINING & INSPECTION  
 SAC \_\_\_\_\_ Title: DIV.  
 ASAC \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Agent \_\_\_\_\_  
 Steno \_\_\_\_\_  
 Clerk \_\_\_\_\_  
 Chief Clerk \_\_\_\_\_  
 Special Employee \_\_\_\_\_ File No. \_\_\_\_\_

ACTION DESIRED

\_\_\_\_ Assign to \_\_\_\_\_ Open Case  
 \_\_\_\_ Acknowledge \_\_\_\_\_ Prepare Tickler  
 \_\_\_\_ Bring File \_\_\_\_\_ Reassign to \_\_\_\_\_  
 \_\_\_\_ Call Me \_\_\_\_\_ Recharge serials  
 \_\_\_\_ See Me \_\_\_\_\_ Search and Return  
 \_\_\_\_ Correct \_\_\_\_\_ Send serials \_\_\_\_\_  
 \* \_\_\_\_ Delinquent \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_ Expedite \_\_\_\_\_ Submit new charge-out  
 \_\_\_\_ File \_\_\_\_\_ Submit report by \_\_\_\_\_  
 \* \_\_\_\_ Leads need attention \_\_\_\_\_ Type  
 \_\_\_\_ Read, Initial and \_\_\_\_\_ Return Serials  
 \_\_\_\_ Return  
 \_\_\_\_ Undeveloped leads in your district awaiting attention.

I AM RETURNING HERewith THE LETTER WE  
 DISCUSSED TELEPHONICALLY.

*Records Section  
 42. file in file re  
 alternate or relocation B  
 S.O.B. operations file  
 2/10/54*

*B*  
 L. V. BOARDMAN

S.A.C. \_\_\_\_\_  
 Office \_\_\_\_\_

(In intra office use return this with notation as to  
 action taken or explanation.)

RECORDED-925

166-17381-264  
 FEB 18 1954

Bureau War Plans Auxiliary Space For S.O.B.

3 ENCL.

92

fy

*[Handwritten signature]*

~~SECRET~~  
~~SECURITY INFORMATION~~

E. J. Connelley, Assistant Director

June 8, 1953

Director, FBI

WAR PLANS  
EMERGENCY RELOCATION SITE  
FOR FBI HEADQUARTERS

~~Downgraded to  
Secret  
per 60324 UC BAW/SAB/ML  
4/8/2010~~

The information contained in this communication is to be held in strict confidence. No copies or parts thereof shall be made, nor is this communication to be shown to anyone without specific authority of the Director of the Federal Bureau of Investigation.

The White House has approved an emergency relocation site to provide for continuity of essential activities of the Bureau in the event of attack, or in anticipation of attack, upon the Washington, D. C., area. These plans were formulated in cooperation with the Ad Hoc (special temporary committee) Committee on Alert Planning, Executive Office of the President, Office of Defense Mobilization. This Committee also assisted in formulating plans for other key critical agencies, namely:

b7E

The FBI together with other key critical agencies, is considered to be a sensitive function of the Government and it is the desire of the President that adequate plans be approved now to provide for:

1. Immediate emergency relocation of the FBI at a site relatively near to the President outside of the Washington area in the event of attack or in anticipation of attack;
2. That maximum consideration of emergency operations be carried forth by a limited force of key headquarters personnel designated to keep the most essential functions of the FBI in operation during the first few weeks or months of an emergency and until more adequate staff and facilities can be provided.

Activation of our short-term plan will be effected by personnel working and living in the Washington area. The President desires that the emergency planning should preclude any assurance that advance warning can be given concerning the possibility of a

Attachment

✓ CC: SAC L. V. Boardman, New York

CC: SAC R. B. Hood, Washington Field Office

~~SECRET~~ - SECURITY INFORMATION

264  
ENCLOSURE

~~TOP SECRET~~  
SECURITY INFORMATION

very heavy surprise attack at which time personnel working and living in Washington at the time might not be available for the adequate staffing of our relocation functions. Therefore, it is essential that planning for continuity of operations, even on a short-term emergency basis, include alternate provisions for supervisors and staffing our relocation site from FBI sources outside of Washington. The attached instructions should be fully understood in order that efficient activation can be effected by you in the event of a national emergency.

- 2 -

~~TOP SECRET~~ - SECURITY INFORMATION



~~TOP SECRET~~  
SECURITY INFORMATION

INFORMATION CONCERNING EMERGENCY RELOCATION PLANS  
FOR CONTINUITY OF ESSENTIAL FUNCTIONS OF THE FBI  
OUTSIDE OF WASHINGTON, D. C.

A. EMERGENCY FIELD CHAIN OF COMMAND FOR RELOCATION SITE OPERATIONS:

In the event that activation of relocation site plans by FBI officials located outside of Washington, D. C., becomes necessary the following field chain of command shall be adhered to as far as is practical under existing circumstances:

1. Assistant Director E. J. Connelley
2. Special Agent in Charge L. V. Boardman
3. Special Agent in Charge R. B. Hood

B. ACTIVATING FBI PLANS BY FIELD CHAIN OF COMMAND:

In the absence of prior notification the field chain of command, in the order mentioned above, will immediately, upon knowledge that the Washington area has been under a heavy surprise attack and destruction is wide-spread, be responsible for activating FBI relocation site plans.

C. STAFFING RELOCATION SITE

Additional Bureau personnel shall be obtained from the field divisions as replacements for key headquarters employees (519) scheduled to staff the site who as a result of a surprise attack on Washington, D. C., are unable to report for assignment to scheduled duty.

D. FBI RELOCATION PLAN

1. Site Identification:

Shepherd College, Shepherdstown, West Virginia, telephone 2241 - 3711 (see attached map depicting routes between Washington, D. C., and Shepherdstown, West Virginia)

2. Timing and Movement:

President of Shepherd College, will be telephonically advised concerning immediate need for occupation of the college in order that he can effect and arrange plans to evacuate the college staff and student body. The Assistant Director in Charge of Evacuation (W. R. Glavin) will depart immediately to coordinate setting up operations at the college.

b6  
b7C

~~TOP SECRET~~  
SECURITY INFORMATION

66-1731-264  
ENCLOSURE

SEARCHED	INDEXED
SERIALIZED	FILED
JUL 10 1966	
FBI - NEW YORK	

~~TOP SECRET~~  
SECURITY INFORMATION

2. (continued)

Chain of Command Responsibility - to effect above operation in event it becomes necessary.

3. Evacuation to Relocation Site:

Personnel scheduled to report to the relocation site for assignment to duty number 519. Material necessary for emergency operation has been designated and set aside at the Seat of Government for removal to relocation site. The relocation site is such that emergency supplies from the college stock will be available upon arrival.

Chain of Command Responsibility - additional office supplies and equipment will be obtained from other field divisions as the circumstances require.

4. Communication:

Telephone and teletype facilities are installed at the relocation site but are not connected. Radio equipment is stored at the college site and at the Newton D. Baker Veterans' Hospital, Martinsburg, West Virginia, for installation when necessary. Micro-wave terminal facilities are established in the vicinity of the site to connect with similar installations of other key critical agencies. Investigative reports affecting the nations' security will be transmitted to the relocation site over the Bureau's radio network facilities whenever and wherever wire communications are available.

Chain of Command Responsibility - qualified FBI technicians shall be obtained from other field divisions as the situation requires.

5. Vital Records:

The reproduction and dispersal of vital records (personnel fingerprints, personnel administrative data, payroll, emergency detention list) have been completed. These records are maintained under the supervision of the Special Agent in Charge of the FBI Office located at 1010 Federal Office Building, Omaha, Nebraska.

6. General Plan of Operation at Relocation Site:

The Bureau will operate 24 hours a day, 7 days a week.  
Liaison will be carried on with [redacted]

b7E

[redacted]  
Special Agents regularly assigned liaison duties with these agencies will operate directly from the agencies' relocation sites in event of an emergency. This will provide for close Bureau contact with sensitive agencies of the Government.

7. Successor Designated to the Director, FBI:

C. A. Tolson, Associate Director  
D. M. Ladd, Assistant to the Director  
L. B. Nichols, Assistant to the Director  
Thru Assistant Director at the Seat of Government (6)  
E. J. Connelley, Assistant Director in Charge of Field Service, New York City  
SAC L. V. Boardman, New York City  
SAC R. B. Hood, Washington Field Office

E. APPREHENSION AND DETENTION OF PERSONS CONSIDERED POTENTIALLY DANGEROUS TO THE NATIONAL DEFENSE AND PUBLIC SAFETY OF THE UNITED STATES:

The Attorney General, by memorandum dated April 27, 1953, authorized the Director of the Federal Bureau of Investigation to implement the Emergency Detention Program under conditions of a surprise attack making it impossible for the President to issue a proclamation delegating appropriate authority to the Attorney General. By virtue of successor designated to the Director this authority shall repose with the Bureau official in the chain of command responsible for effectuating relocation site plans to provide for continuity of essential activities of the Bureau during an initial emergency.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 1/26/54

FROM : EXECUTIVES CONFERENCE

SUBJECT: WAR PLANS - CHAIN OF COMMANDAuxiliary Source For S.O.G.

Present at the Executives Conference January 25, 1954, were Messrs. Tolson, Glavin, Trotter, Tamm, Mohr, Belmont, Ladd, Rosen, McGuire, and Mason.

The Conference considered the chain of command of the Bureau under War Plans. The present chain of command is:

Director, Associate Director, Assistants to the Director (Ladd and Nichols), Assistant Directors (no particular order named), and from the field, Assistant Director E. J. Connelley, SAC Boardman (New York), and SAC John Malone (Los Angeles).

In view of the proposed retirement of Mr. Ladd and the transfer of SAC Boardman to the Seat of Government, it was unanimously recommended by the Conference that the chain of command be as follows:

Director, Associate Director, Assistants to the Director (Mr. Nichols and Mr. Boardman), Assistant Directors (no order named), and from the field, Assistant Director E. J. Connelley, SAC R. J. Abbatichio (Philadelphia), and SAC John Malone (Los Angeles).

If approved, appropriate background information will be provided to SAC Abbatichio, who has not previously had a responsibility in the chain of command for the Bureau, and Mr. Boardman will be advised of his new designation after he assumes his new position.

cc: Mr. Mohr

Mr. Glegg

EDM:ATN

RECORDED-92

66-17381-265

FEB 16 1954

Registered to R. J. Abbatichio cc to Glavin  
JE M/gler 2/12/54 (Hypocrit)  
Security  
2/5/54

REGISTERED MAIL

February 12, 1954

265  
RECORDED-92

Mr. R. J. Abbaticchio  
Federal Bureau of Investigation  
500 Widener Building  
Philadelphia 7, Pennsylvania

~~TOP SECRET~~  
~~SECURITY INFORMATION~~

Downgraded to Secret  
per 60324 UC BAW/SAB/ML  
4/8/10

RE: WAR PLANS  
EMERGENCY RELOCATION SITE  
FOR FBI HEADQUARTERS -  
AUXILIARY CHAIN OF COMMAND

Dear Mr. Abbaticchio:

The information contained in this communication is to be held in strict confidence. No copies or parts hereof shall be made, nor is this communication to be shown to anyone without specific authority of the Director of the Federal Bureau of Investigation.

The White House has approved an emergency relocation site to provide for continuity of essential activities of the Bureau in the event of an attack, or in anticipation of an attack, upon the Washington, D. C. area. These plans were formulated in cooperation with the Ad Hoc (special temporary committee) Committee on Alert Planning, Executive Office of the President, Office of Defense Mobilization. This Committee also assisted in formulating plans for key critical agencies; namely, [REDACTED]

The FBI, together with other key critical agencies, is considered to be a sensitive function of the Government, and it is the desire of the President that adequate plans be approved now to provide for:

COMM - FBI  
FEB 12 1954  
MAILED 31

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachments

cc: Mr. Glavin  
JFG:alc

Immediate emergency relocation of the FBI at a site relatively near the President outside the Washington area in the event of attack or in anticipation of attack. (To date, the President has not indicated what site he has chosen.)

~~TOP SECRET~~  
~~SECURITY INFORMATION~~



2. That maximum consideration of emergency operations be carried forth by a limited force of key headquarters personnel designated to keep the most essential functions of the FBI in operation during the first few weeks or months of an emergency and until more adequate staff and facilities can be provided.

Activation of our short-term plan will be effected by personnel working and living in the Washington area. The President has advised that we should not rely on getting advanced warning of possible heavy bombing or surprise attacks, in which event personnel working and living in Washington at the time might not be available for adequate staffing of our relocation functions. Therefore, it is essential that planning for continuity of operations, even on a short-term emergency basis, include alternate provisions for supervisors and staffing our relocation site from FBI sources outside Washington. The attached instructions should be fully understood in order that sufficient activation can be effected by you in the event of a national emergency.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

~~TOP SECRET~~  
SECURITY INFORMATION

INFORMATION CONCERNING EMERGENCY RELOCATION PLANS  
FOR CONTINUITY OF ESSENTIAL FUNCTIONS OF THE FBI  
OUTSIDE OF WASHINGTON, D. C.

A. EMERGENCY FIELD CHAIN OF COMMAND FOR RELOCATION SITE OPERATIONS:

In the event the chain of command at Seat of Government is incapacitated and it is necessary to activate the relocation site, the following field chain of command shall be adhered to insofar as is practical under then existing circumstances:

1. Assistant Director E. J. Connelley
2. Special Agent in Charge John F. Malone
3. Special Agent in Charge R. J. Abbaticchio

B. ACTIVATING FBI PLANS BY FIELD CHAIN OF COMMAND:

In the absence of prior notification the field chain of command, in the order above mentioned, will immediately upon knowledge that the Washington area has been under a heavy surprise attack and destruction is widespread, be responsible for activating FBI relocation site plans.

C. STAFFING RELOCATION SITE:

Additional Bureau personnel should be obtained from field divisions as replacements for key headquarters employees (519) scheduled to staff the site who as a result of a surprise attack on Washington, D. C., are unable to report for assignment to scheduled duty.

D. FBI RELOCATION PLAN:

1. Site Identification:

Shepherd College, Shepherdstown, West Virginia, telephone 2241 - 3711 (See attached map showing routes between Washington, D. C., and Shepherdstown, West Virginia.)

2. Timing and Movement:

President of Shepherd College, will be telephonically advised, if possible, concerning immediate need for occupation of the college in order that he can effect and arrange plans to evacuate the college staff and student body. Assistant Director W. R. Glavin, in charge of the evacuation operations in Washington, will depart immediately to coordinate setting up operations at the college.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

66-17381-265 ENCLOSURE

~~TOP SECRET~~  
SECURITY INFORMATION

b6  
b7c



Chain of Command Responsibility - to effect above operation in event it becomes necessary.

3. Evacuation to Relocation Site:

Personnel scheduled to report to the relocation site for assignment to duty number 519. Material necessary for emergency operation has been designated and set aside at the Seat of Government for removal to relocation site. The relocation site is such that emergency supplies from the college stock will be available upon arrival.

Chain of Command Responsibility - additional office supplies and equipment will be obtained from other field divisions as the circumstances require.

4. Communication:

Telephone and teletype facilities are installed at the relocation site but are not connected. Radio equipment is stored at the college site and at the Vinton D. Baker Veterans Hospital, Martinsburg, West Virginia, for installation when necessary. Micro-wave terminal facilities are established in the near vicinity of the site to connect with similar installations of other key critical agencies. Information affecting the nation's security will be transmitted to the relocation site over the Bureau radio network facilities whenever and wherever these facilities are deemed necessary for expeditious and secure transmission of the information in question.

Chain of Command Responsibility - qualified FET technicians shall be obtained from other field divisions as the situation requires.

5. Vital Records:

The reproduction and dispersal of vital records (personnel fingerprints, personnel administrative data, payroll, emergency retention list) have been completed. These records are maintained under the supervision of the SAC of the FBI Office located at 445 Federal Building, Little Rock, Arkansas.

6. General Plan of Operation at Relocation Site:

The Bureau will operate 24 hours a day, 7 days a week. Liaison will be carried on with [redacted]

b7E

[redacted] by  
Special Agents regularly assigned liaison duties  
with these agencies who will operate directly  
from the agencies' relocation sites in the event  
of an emergency. This will provide for close  
Bureau contact with sensitive agencies of the  
government.

b7E

7. Successor Designated to the Director, FBI:

1. C. A. Tolson, Associate Director
2. L. B. Nichols, Assistant to the Director
3. L. V. Boardman, Assistant to the Director
4. Through Assistant Directors at the Seat of Government (6)
5. M. J. Connelley, Assistant Director
6. SAC John F. Malone, Los Angeles
7. SAC R. J. Abbaticchio, Jr., Philadelphia

8. APPREHENSION AND DETENTION OF PERSONS CONSIDERED POTENTIALLY  
DANGEROUS TO THE NATIONAL DEFENSE AND PUBLIC SAFETY OF THE  
UNITED STATES:

The Attorney General, by memorandum dated April 27, 1953, authorized the Director of the Federal Bureau of Investigation to implement the Emergency Detention Program under conditions of a surprise attack making it impossible for the President to issue a proclamation delegating appropriate authority to the Attorney General.

The above authority which the Attorney General has delegated to the Director will, under similar circumstances, be vested in the individual who has succeeded the Director in the Chain of Command. It will then become his responsibility in effectuating relocation site activities and providing for continuity of essential activities of the Bureau to place the Emergency Detention Program into operation.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 2/15/54

FROM : R. T. Harbo

SUBJECT: BUREAU WAR PLANS  
EVACUATIONAUXILIARY SPACE FOR S. O. G.

Mr. Tolson	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Belmont	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Harbo	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Mohr	✓
Mr. Tamm	✓
Mr. Winterrowd	✓
Tele. Room	✓
Mr. Holloman	✓
Miss Gandy	✓

This is another in the series of monthly memoranda indicating the status of items being considered in connection with the Bureau's evacuation plans. All items have been completed with the exception of the following:

1. Communications - The microwave station located approximately one-half mile from the evacuation site has been installed and used to communicate with other government agencies in the network. Contact has been made with the appropriate telephone officials covering the evacuation site for an estimate of installing a cable connecting the evacuation site with the microwave station. To date the estimate has not been received.
2. First Aid - With the completion of the series of first aid courses on 2/10/54, all buildings occupied at the Seat of Government now have in excess of 16 per cent of the personnel trained in first aid. Training will be resumed whenever percentage drops below 15 in any building.
3. Destruction of Files - To date no method more desirable than burning has been found for the mass destruction of files. The FBI Laboratory is continuing to follow this matter.
4. Highways - SA O. H. Bartlett of the Liaison Section advised there is no indication that the Office of Defense Mobilization is contemplating a system of highway priorities which in any way ties in with the state system of defense highways, however, he will remain alert for such plan on the part of Office of Defense Mobilization and will continue to make inquiry as to the possibility of a system being organized.

RECORDED-92

66-17381-266  
1954

MEM:db

44

~~TOP SECRET~~

Downgraded to  
~~SECRET~~

February 12, 1954

~~PERSONAL AND CONFIDENTIAL~~  
VIA LIAISON

per 60324 UC BAW/SAB/ML  
4/8/10

Mr. A. Russell Ash  
Chairman  
Ad Hoc Committee on Alert Planning  
Office of Defense Mobilization  
Room Number 1  
Executive Office Building  
Washington, D. C.

Dear Mr. Ash: Bureau War Plans Auxiliary space For S.O.G.

Reference is made to this agency's last revised basic document dated July 22, 1953, submitted to your office concerning plans for providing continuity of essential functions of this agency at a predetermined relocation site whenever it becomes necessary to evacuate key operations from the present facility located in Washington, D. C.

There is submitted at this time material describing recently formulated revisions of the plans which will serve to maintain referenced basic document in a current status.

It is always a pleasure to co-operate with you in this matter and please feel free to call upon me in the event you are in need of additional information.

Sincerely yours,

5 AM. 2/12/54  
Delivered to Ash  
OAHB

RECORDED-29

EX-126

166-17381-  
FEB 23 1954

~~TOP SECRET~~

Enclosure  
LJG:jmr

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

267  
RECEIVED READING ROOM  
FBI  
FEB 12 2 10 PM '54

~~TOP SECRET~~  
**EMERGENCY RELOCATION PLANS  
HEADQUARTERS OPERATIONS  
FEDERAL BUREAU OF INVESTIGATION**

(REFERENCE BASIC DOCUMENT DATED JULY 22, 1953)

**1. THE EMERGENCY RELOCATION SITE:**

**D. Square footage occupied in present Washington offices:**

Justice Building .....	215,010
Federal Office Building No. 1 .....	355,025
Old Post Office Building .....	50,900
New General Accounting Office Bldg...	39,505
<b>TOTAL:</b>	<b>654,440</b>

**G. Brief description of site:**

Attached chart, "Emergency Relocation Sites," depicts the air-mile distances between the FBI relocation site and other sites established by key critical agencies. Shepherd College, Shepherdstown, West Virginia, consists of 25 acres and 15 buildings containing approximately 100,000 square feet of useable space. The site is located nine miles east of Martinsburg, West Virginia, through which passes the main line of the Baltimore & Ohio Railroad, and where a small airport is located. There are five highways converging at Shepherdstown. The college laboratory will offer emergency facilities for the operation of the FBI Laboratory and the balance of the facilities will be adequate temporarily for the headquarters operation of the FBI.

**2. TOTAL PERSONNEL:**

World-wide .....	13,408
Washington, D. C. ....	5,020

All Bureau personnel will be urgently needed to handle its very urgent internal security work and no present emergency delegation of any particular individual or groups of individuals could be made outside the Bureau during an emergency.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gandy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

**4. SUCCESSION IN OFFICE:**

Name, title, address and post of duty of each designated successor to John Edgar Hoover, Director, Federal Bureau of Investigation, Washington, D. C.:

LJG:jmr/jw

66-17381-267

~~TOP SECRET~~

Clayton A. Tolson, Associate Director, Washington, D. C.  
 Louis H. Nichols, Assistant to the Director,  
 Washington, D. C.

Leland F. Boardman, Assistant to the Director,  
 Washington, D. C.

Through six Assistant Directors at the Seat of Government

L. J. Connelley, Assistant Director, New York City

John F. Malone, Special Agent in Charge, Los Angeles,  
 California

Raymond J. Abbaticchio, Special Agent in Charge,  
 Philadelphia, Pennsylvania

## 8. PERSONNEL IDENTIFICATION:

(Third paragraph changed as follows:)

Arrangements have been completed with the District of  
 Columbia Office of Civil Defense whereby that agency  
 will recognize during an emergency the FBI identifi-  
 cation card issued to Inspector C. H. Bayfield as a  
 liaison official between the Federal Bureau of  
 Investigation and [REDACTED] b7D

## 9. COMMUNICATIONS:

Telephone and teletype facilities are installed at the  
 relocation site but are not connected. Radio equipment is  
 stored at the college site and at the Newton L. Baker  
 Veterans' Hospital, Martinsburg, West Virginia, for immediate  
 installation when necessary. A microwave station located  
 one-half mile away from the relocation site has been installed  
 and can be used to communicate with other sensitive agencies  
 in the network. Investigative matters affecting the Nation's  
 security will be transmitted to the relocation site over the  
 Bureau's radio network facilities whenever and wherever wire  
 communications are unavailable.

Attached are charts that are to replace ones issued with the  
 revised basic document dated July 22, 1953.

## 12. VITAL RECORD REPRODUCTION AND DISPERSAL:

The reproduction of vital records of this agency has been  
 specifically delegated to the Special Agent in Charge of the  
 FBI Division located at 1104 Sterick Building, Memphis 3,  
 Tennessee. The dispersal of vital records has been completed.  
 These records are maintained in a current status and are under  
 the supervision of the Special Agent in Charge of the FBI  
 Division located at 445 Federal Building, Little Rock, Arkansas.

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Gearty \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

Attachment



Assistant Director E. J. Connelley  
New York Office

February 12, 1954

Director, FBI

WAR PLANS  
EMERGENCY RELOCATION SITE  
FOR FBI HEADQUARTERS OPERATION

~~PERSONAL & CONFIDENTIAL~~

*Bureau War Plans Auxiliary Space For S.O.G.*

Revisions which affect the basic document submitted to you under date of June 3, 1953, are being called to your attention. These revisions should be incorporated into the basic document immediately. I wish to again point out that the contents of this document must be fully understood at all times in order that you can efficiently carry out the plans for the activation of the site in the event that becomes necessary during a national emergency. The duties involved in this respect must, of necessity, be maintained in the strictest confidence at all times.

The following revisions are set forth under the same paragraph outline utilized in the basic document:

A. EMERGENCY FIELD CHAIN OF COMMAND FOR RELOCATION SITE OPERATIONS

In the event that activation of relocation site plans by FBI officials located outside of Washington, D. C., becomes necessary the following field chain of command shall be adhered to as far as is practical under existing circumstances:

1. Assistant Director E. J. Connelley
2. Special Agent in Charge J. F. Malone
3. Special Agent in Charge G. J. Abbaticchio

D. FBI RELOCATION PLAN

4. COMMUNICATION:

RECORDED-29

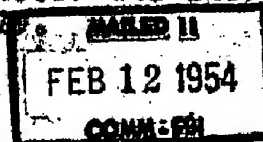
EX-126

166-17381-  
FEB 8 1954

Telephone and teletype facilities are installed at the relocation site but are not connected. Radio equipment is stored at the college site and at the Newton D. Baker Veterans' Hospital, Martinsburg, West Virginia, for installation when necessary. The microwave station, located approximately one-half mile from the relocation site has been installed and can be used to communicate with other sensitive government agencies in the network. Investigative matters affecting the Nation's security will be transmitted to the relocation site over the Bureau's radio network facilities whenever and wherever wire communications are unavailable.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

FEB 23 1954  
SAC, Philadelphia



Assistant Director E. J. Connelley

5. VITAL RECORD REPRODUCTION AND DISPERSAL:

The reproduction of vital records has been specifically delegated to the Special Agent in Charge of the FBI Division located at 1104 Sterick Building, Memphis 3, Tennessee. The dispersal of vital records has been completed. These records are maintained in a current status and are under the supervision of the Special Agent in Charge of the FBI Division located at 445 Federal Building, Little Rock, Arkansas.

7. SUCCESSOR DESIGNATED TO THE DIRECTOR, FBI:

C. A. Tolson, Associate Director  
L. B. Nichols, Assistant to the Director  
L. V. Boardman, Assistant to the Director  
Through six Assistant Directors at the Seat  
of Government  
E. J. Connelley, Assistant Director in Charge  
of Field Service, New York  
SAC J. F. Malone, Los Angeles  
SAC R. J. Abbotchio, Philadelphia

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Geary \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: February 12, 1954

FROM : *L. J. Gauthier*SUBJECT: BUREAU WAR PLANS / FURNISHED WHITE HOUSE  
CONCERNING EMERGENCY RELOCATION SITE  
FOR FBI HEADQUARTERS OPERATION*Auxiliary Space For S.O.G.*

Tolson	
Ladd	
Nichols	
Belmont	
Clegg	
Glavin	
Harbo	
Rosen	
Tracy	
Laughlin	
Mohr	
Winterrowd	
Tele. Rm.	
Holloman	
Gandy	

Revisions to referenced plans have occurred since the last submission of our basic plans to the White House on July 22, 1953.

Accordingly, there is attached hereto information recently formulated which changes portions of our basic document as last submitted.

RECOMMENDATION:

It is recommended:

1. That the attached information go forward to Mr. Ash in order that he, as Chairman of the Ad Hoc Committee on Alert Planning, can be on notice of the revisions which affect FBI plans previously submitted.
2. That the attached information be furnished to the chain of command outside of Washington (Connelley, Abbaticchio, and Malone) in order that previous instructions to them concerning their duties can be kept current.
3. That in order to afford this matter proper security handling, the communication to Mr. Ash be delivered to him via our Liaison Section.

RECORDED-EX  
EX-126

166-17321-269  
FEB 13 1954

Attachments  
LJG:jmr

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Quinn Tamm

DATE: March 3, 1954

FROM : I. W. Conrad

SUBJECT: <sup>0</sup> BUREAU WAR PLANS Auxiliary space For S.O.G.  
DOCUMENT SECTION

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

At the request of Mr. Bowles, five boxes of Document Section supplies were placed in the warehouse at the Veterans Administration Center near Martinsburg, West Virginia, on February 24, 1954.

Metal bands were placed around the boxes for added security and the boxes were numbered C1, C2, C3, C4 and C5. The physical location of the boxes has been noted on the warehouse floor plan maintained in the Radio Section.

ACTION:

None. For information only.

66-17381

AJB:KMB

1 - (Mr. J. E. McArdle, Room 5250

detached March 3/8/54

RECORDED - 68

66-17381-271

MAR 08 1954

EX-129

MAR 17 1954

*inf...*  
*Ayle*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Quinn Tamm *Q.T.*

DATE: March 5, 1954

FROM : I. W. Conrad *IWC*SUBJECT: MICROWAVE RADIO STATION  
SHEPHERDSTOWN, WEST VIRGINIA*Bureau War Plans Auxiliary space for S.O.G.*

As you know, the Bureau is a participant in the microwave radio network being established between the emergency relocation centers of certain designated critical agencies.

The function of the network is to provide teletype and telephone services between the microwave stations in the event land line services are disrupted. The network responsibility of the Bureau has been to provide the microwave radio station at our terminal near the Shepherd College campus. This station is now complete.

Accordingly, with the physical plant of the radio station completed, the physical custody and operation of this station is now being turned over to Division 4, in accordance with Bureau policy relating to the over-all radio communications system.

It is noted that no operation of this station is contemplated in the immediate future on the microwave radio frequencies, since the remaining microwave stations with which the Bureau would communicate are not yet in operation. Upon activation of the microwave network, periodic test operation will be required. In the meantime it is noted that Division 4 personnel are at present making regular periodic visits to the microwave site at Shepherdstown for the purpose of operating a small CW radio station located at the site.

RECOMMENDATION:

Accordingly, it is recommended that this memorandum be forwarded to the Records and Communications Division for their consideration and action.

1 - Mr. Wherry, 5525  
1 - Mr. McArdle, 5250

RLM:IWC/kmb

RECORDED - 60

66-17381-273  
MAR 16 1954

EX-112

Memo Wherry to Nichols  
3-8-54 LEWIS

*5-12-54*  
*3/12/54*  
*W.C.*

*Q.T.*  
*151-4*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols *[initials]*

FROM *[initials]* L. E. Wherry, Jr.

DATE: 3-8-54

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Gearty \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

SUBJECT: MICROWAVE RADIO STATION  
 SHEPHERDSTOWN, WEST VIRGINIA

*Bureau War Plans Auxiliary space FOR S.C.G.*

Reference Mr. Conrad's memorandum to Mr. Tamm, dated 3-5-54, captioned as above.

*This will come down.*

It will be necessary for the Laboratory to thoroughly instruct two or three Communications Section employees in the operations of the equipment when the microwave system is first activated on a regular test basis with the other critical agencies. Mr. Davy of the Laboratory gave some instructions for the operation of the microwave equipment to two Communications Section employees when the microwave station was being installed; however, the station could not at that time be actually tested in contact with similar installations of the other critical agencies and, consequently, we feel that further instruction on an actual operating basis will be necessary when the system is activated.

As you know, the Communications Section is currently operating the CW radio equipment in the microwave building on a weekly basis with the control station of the CW Network system currently set up to furnish communications between the critical agencies until such time as the microwave systems of the critical agencies can be activated.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Laboratory Division for appropriate consideration and action.

LEW:bjc

EX-112

RECORDED - 60 *[initials]* 66-17381-274

*This station is now in operation with the other security agencies using the CW telegraph equipment. It is ready for operation on the remaining equipment on the other agencies as ready. 3/10/54*

*I do not think we should take it over until it is ready for actual operation with other agencies.*

*[initials]* *End*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: March 12, 1954

FROM : I. W. Conrad

SUBJECT: MICROWAVE RADIO STATION  
SHEPHERDSTOWN, WEST VIRGINIA

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Gearty	_____
Mohr	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Sizoo	_____
Miss Gandy	_____

Reference is made to my memorandum of March 5, 1954, relative to the above-entitled matter advising of the completion of the physical plant of the radio station.

For record purposes it is noted that the equipment in our microwave station at present consists of two basic types, namely, CW radio telegraph equipment and microwave equipment. The CW radio telegraph equipment is primarily a temporary means of communication with the other participating security agencies until such time as the full microwave system goes into operation. At that time the CW telegraph equipment probably will be retained at the site for possible emergency communication with other Bureau field office stations. This CW telegraph equipment, of course, provides for only a single channel of communication. The microwave equipment on the other hand makes provision for a total of ten simultaneous general-purpose communications channels. In our operation of this equipment, nine of the general channels will be used for voice communication and the tenth general-purpose channel will be subdivided to provide for ten simultaneous teletype channels. Thus we will have over-all nine voice circuits and ten teletype circuits available into the microwave system. The voice circuits will, of course, terminate in telephone equipment.

The microwave portion of our station near Shepherd College is intended to communicate over approximately an eight-mile distance to a [redacted] in the vicinity of [redacted] at which point the microwave beam ties into the over-all microwave network. Accordingly, there are attached hereto diagrams of the floor plans of the Bureau's microwave station house and that portion of [redacted] containing Bureau terminal equipment. These diagrams reflect a general inventory identity of the major equipment and its location.

It is noted that representatives of Division IV already are operating the CW telegraph equipment from this site and have taken a detailed inventory of the CW equipment. We will, of course, furnish any additional assistance needed in properly identifying the microwave equipment for inventory purposes by Division IV. Preliminary training insofar as possible has been given to representatives of Division IV in the operation of the microwave equipment; however, actual communication with other participants has not been possible because the rest of the microwave network is not yet in operation. At such time as the rest of the system becomes operative, we will provide any additional training deemed necessary by Division IV to insure complete familiarity with the operation of this equipment on the part of Division IV personnel under actual operating conditions.

ACTION: None for record only.

EX-112

IWC:VH

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 3-2-54

FROM : A.M. Newman

SUBJECT: Emergency Relocation Plan - A.G.

Bureau War Plans Auxiliary space For S.O.G.

Reference is made to the attached memo from Thomas J. Donegan to the Director dated February 24, 1954 captioned "Emergency Relocation Plan."

This is to advise that the writer contacted Mr. Edgar M. Ford and obtained the five cartons marked "Attorney General" and placed them in room B-205 Justice Building, where <sup>our</sup> material is maintained

Attachment

RECORDED-31

EX-129

66-17381-277

62 MAR 24 1954

124

ARMANDO DI GIROLAMO  
RECORDS ADMINISTRATION OFFICER  
U. S. DEPARTMENT OF JUSTICE  
DIRECTOR, FBI

3/8/54

AVAILABILITY OF INDISPENSABLE RECORDS  
FOR EMERGENCY USE

In order that your records might reflect the most current information as to individuals in the FBI who in an emergency would be available to furnish the most up-to-date data pertaining to FBI records, the following listings are furnished you.

Seat of Government

Mr. Louis B. Nichols, Room 5640, Extension 691  
Home Address:

b6  
b7C

Mr. Frank W. Taikart, Room 7204, Extension 2331  
Home Address:

Field Offices

Mr. C. E. Weeks  
Home Address:

b6  
b7C

Mr. W. W. Burke  
Home Address:

See Serial 144-1130-1111 Space for S.O.G.

- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
- Rosen
- Tracy
- Laughlin
- Mohr
- Tele. Rm.
- Holloman
- Gandy

RECORDED-53

EX. - 104

MAR 11 1954  
130

66-17381-278

RECEIVED  
MAR 9 1954

58 MAR 25 1954

TELEPHONE COM

Front Royal, Virginia

February 26, 1954

(m)

Mr. John J. McGuire  
Box 6177 Apex Station  
Washington, D. C.

Attention: Mr. G. L. Dady

Dear Sir:

This will have reference to our recent conversation in my office at Front Royal, Virginia.

The monthly rental on 50 standby trunks as we discussed in my office recently is \$262.50 per month. This would require a three year contract with the standard termination provisions.

After this contract has been approved it will require approximately 120 days to get materials and do the required construction work. Considering emergency, we could complete the job earlier.

If you require additional information, please advise.

Very truly yours,



District Manager

JBC:rrh

No answer

RECORDED-31  
INDEXED-31  
EX-126  
3/2/54  
Front Royal

166-17381-279  
MAR 24 1954

GLD:CTW  
3-2-54  
Memo To Mr. Taggart  
55 APR 2 11:15 AM '54

#200 - home phone  
Comp. for well known  
Contract for...  
2nd floor...

Total \$9450.00  
for 3 yrs @ \$262.50  
Reduced by \$262.50  
for each month  
in service;  
i.e. \$63.00 due  
if term. at end  
of 1 yr.  
\$3150 at end  
of 2 yrs at -  
3/1/54  
JBC:rrh

Bureau War Plans Auxiliary Space  
For S.O.G.



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: March 5, 1954

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: Bureau War Plans Auxiliary  
Special For C.O.G.

Tolson ✓  
Ladd ✓  
Nichols ✓  
Belmont ✓  
Clegg ✓  
Glavin ✓  
Harbo ✓  
Rosen ✓  
Tracy ✓  
Laughlin ✓  
Mohr ✓  
Winterrowd ✓  
Tele. Rm. ✓  
Holloman ✓  
Gandy ✓

The Executives Conference of March 4, 1954, consisting of Messrs. Tolson, Holloman, McGuire, Harbo, Rosen, Boardman, Belmont, Mohr, Tamm, Tracy, and Glavin, considered a communication received on 3-3-54 from Mr. A. Russell Ash, Chairman, Ad Hoc Committee on Alert Planning,

It was pointed out to the Conference that this communication was personally delivered to Mr. Glavin by Liaison Special Agent O. H. Bartlett on the afternoon of March 3, 1954.

The purpose of this communication was to advise members of the Ad Hoc Committee on Alert Planning of the proposed test of Agencies' relocation plans.

Mr. Ash desired the answers to two questions:

(1) Advisability and practicability of a test of agency emergency relocation plans, in conjunction with the local civil defense exercise, in terms of security and other considerations.

(2) Assuming that your agency could participate in such a test of operational readiness, please indicate (a) number of personnel to take part (b) number of transportation units to be employed (c) street and highway routes to be used by relocation personnel in reaching emergency sites (d) whether emergency sites would actually be occupied by relocation forces (e) whether a lesser degree of movement to the site would be contemplated (e.g., movement of personnel only to outskirts of the city), and (f) any further extent to which plans could be tested (emergency communications, e.g.)

RECOMMENDATIONS:

RECORDED - 68  
EX-129

66-17381-281

The Conference, after considering the questions asked, is of the very definite opinion that the Bureau should not have a trial run at this time to its relocation site at Shepherdstown, West Virginia. Such a trial run would necessitate securing automotive

Attachment

EX-129  
MAR 31 1954

cc: Mr. Harbo

Mr. Mohr

LIAISON  
2

Memorandum to Mr. Tolson from Executives Conference

3-5-54

Re: Proposed Test of Agencies' Relocation Plans

equipment, making arrangements with the college, transporting people up to Shepherdstown on an emergency basis, and returning them to Washington.

3/10/54 Info. to Mr. Ash.  
OSTB

The Conference unanimously felt that our plans are so set up that there would be no trouble experienced in proceeding to Shepherdstown in case of emergency. It was felt that we should not participate in this test run at this time.

Should you agree, arrangements will be made for Mr. Bartlett to appropriately advise Mr. Ash concerning this matter.

3/10/54 Done OSTB

✓  
I concur.  
H.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Quinn Tamm

DATE: March 2, 1954

FROM : I. W. Conrad

SUBJECT: Bureau War Plans Auxiliary System for S.O.G.  
Security Agency Microwave System

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Reference is made to my memorandum dated November 27, 1953, wherein it was pointed out there had been no telephone cable installed between the microwave station and the school building at Shepherdstown, West Virginia, and recommending that the Bureau approve contacting the telephone company to obtain cost figures for the proposed cable installation.

The above recommendation was approved by the Executive Conference on December 3, 1953.

[redacted] Manager of the Virginia Telephone and Telegraph Company at Front Royal, Virginia, was contacted by SA G. L. Davy of this section regarding cost figures on the proposed cable installation.

On March 1, 1954, [redacted] advised by letter that the proposed installation would cost \$262.50 per month for a 50 pair cable from the microwave station to the school and that this installation would require a three-year contract with the standard termination provisions, i.e., their total cost of the installation would be \$9450.00 and would be amortized at the rate of \$262.50 per month for a period of three years. Should the service be terminated prior to the end of the three-year period, the unpaid balance not covered by amortization would be due.

RECORDED-42

EX-129

MAR 24 1954

RECOMMENDATION:

It is recommended the Bureau approve the expenditure and signing of a contract for the installation of cable from the microwave station to the school building in Shepherdstown.

GLD:ctw

ctw

Rental would, of course, continue beyond 3 yr period at same rate.  
JWC

Unanimously approved by Executives Conference 3-9-54 Messrs. Tolson, Glavin, Boardman, Mohr, Harbo, Holloman, Nichols, Tracy, Belmont, Rosen and Q. Tamm. JWC

3/10/54  
Contract being prepared by Central Phone Co. for phone coll. Order placed telephonically.  
JWC

b6  
b7C

RECORDED COPY FILED IN 66-2554-

~~SECRET~~

RECORDED - 60

March 26, 1954

PERSONAL AND ~~CONFIDENTIAL~~  
VIA LIAISON

Mr. A. Russell Ash  
Chairman  
Ad Hoc Committee on Alert Planning  
Office of Defense Mobilization  
Room Number 1  
Executive Office Building  
Washington, D. C.

Dear Mr. Ash:

Reference is made to the "Memorandum to Members,  
Ad Hoc Committee on Alert Planning," dated March 11, 1954.

I wish to say at this time that no material  
modifications have been made in essential elements of our  
basic plans submitted to your office under date of July 22,  
1953, other than those contained in my letter dated  
February 12, 1954, describing several revisions to these  
plans. You can be assured that prompt attention is being  
administered this most important work and that your office  
will be immediately notified as soon as material changes are  
brought about in plans already submitted.

It is indeed a continued pleasure to work with you  
in this matter and in the event that I can be of further help,  
please feel free to get in touch with me.

Sincerely yours,

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

LJG:jmr

MAR 26 7 49 PM '54

U S DEPT OF JUSTICE

RECEIVED RECORDING ROOM

~~SECRET~~

APR 2 1954

Forwarded 3-30-54  
Russ Ash  
WFW

RECEIVED RECORDING ROOM  
MAR 26 6 40 PM '54

Handwritten signature and initials

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: March 26, 1954

FROM : L. J. Gauthier

SUBJECT: BUREAU WAR PLANS FURNISHED WHITE HOUSE  
CONCERNING EMERGENCY RELOCATION SITE  
FOR FBI HEADQUARTERS OPERATION*Auxiliary Space For S.O.G.*

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Laughlin	_____
Mohr	_____
Winterrowd	_____
Tele. Rm.	_____
Holloman	_____
Gandy	_____

Attached is a copy of the Federal Civil Defense Administration Manual M18-1 dated December 15, 1953, entitled "Emergency Operations" which was brought to the attention of the Bureau by the Ad Hoc Committee on Alert Planning for the purpose of furnishing to us an outline for determining the effectiveness of planning along emergency lines, which planning had previously been furnished to that committee.

In the event that no material modifications have been made in essential elements of the plan of our Bureau since last reported, a statement to that effect is desired by the committee including a reference to the most recent submission of information of this nature.

On July 22, 1953, the Bureau submitted to Mr. A. Russell Ash, Chairman of the Ad Hoc Committee, this Bureau's complete over-all planning currently directed toward providing continuity of essential functions of this agency at a predetermined relocation site whenever it becomes necessary to evacuate key operations from the present facility located in Washington, D. C. On January 12, 1954, there was submitted to Mr. Ash material describing recently formulated revisions of the plans which will serve to maintain referenced basic document in a current status.

It is felt that it is not necessary at this time to submit a new basic document because no changes have taken place since the last communication to his office. It is felt that the next time changes occur to our plans and it is necessary to advise the chairman's office, that the basic document be retyped to include the revisions.

RECOMMENDATIONS:

- (1) That the attached letter go forward to Mr. Ash.

*Furnished Ash on 3-30-54-WFW*

- (2) That the communication to Mr. Ash be delivered to him via our Liaison Section.

RECORDED - 60

FILED

Attachments (2)  
cc - Mr. McArdle, Rm. 5250 (sent direct)  
LJG:jmr

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *✓*

DATE: March 31, 1954

FROM : L. B. Nichols

SUBJECT: *no* BUREAU WAR PLANS ~~auxiliary~~ space For S.O.G.  
COMMUNICATION FACILITIES  
SHEPHERDSTOWN, WEST VIRGINIA

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Mohr	_____
Trotter	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Miss Gandy	_____

For record purposes, [ ] of the Long Lines Division of AT & T stopped by my office advising Mr. McGuire that when the rate changes were made last July the Bookkeeping Department at AT & T did not make any changes in the billing as they should have done for the equipment. The Bureau has on its various circuits at Shepherdstown, West Virginia. It is recalled that charges for each teletype machine for example, were increased \$10.00 a month last July and charges on reperforators likewise were increased. Our total bill now for the engineered military circuits amounts to \$402.35 a month.

b6  
b7C

Under the rate changes, the bill each month hereafter will be \$454.56. [ ] is furnishing a detailed breakdown of charges paid on each item of equipment which will be incorporated in our file. As to the back charges not paid under the rate increase, [ ] was advised to submit a separate bill directly to this office with the next monthly billing and the matter will be cleared up at that time.

b6  
b7C

cc - Mr. Glavin

JJM:ptm

RECORDED-37

66-17381-285  
APR 2 1954

51 APR 6 1954

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: March 15, 1954

FROM : L. B. Nichols

SUBJECT: Bureau War Plans Auxiliary Space  
For S. O. G.

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

At the present time under the Bureau's War Plan we are spending approximately \$1,121.70 each month for various types of emergency communications equipment at Shepherdstown, West Virginia, including rental for the micro-wave station or a total of \$13,462.84 a year.

MONTHYEAR

1. The Chesapeake and Potomac Telephone Company of West Virginia

a) Teletype machines are installed in the basement at the college building, but are not connected.	50.00	600.00
b) Teletype lines from the college basement at Shepherdstown to Martinsburg, West Virginia, and related equipment where the lines join with the American Telephone and Telegraph Company special engineered military circuit.	162.00	1944.00

2. Central Telephone Company, Charlottesville, Virginia. Installed in the communications room in the basement of the Administrative Building at the college are a switchboard and two 2-way trunk lines and 8 local loops. This and associated equipment with the switchboard is in readiness for use, but is currently on a standby basis and the lines are not connected.

3. American Telephone and Telegraph Company. The special engineered military circuits providing one voice circuit through the switchboard in the communications room in the Administrative Building of the college at Shepherdstown is linked up on a standby basis with the Martinsburg, West

cc - Mr. Glavin

cc - Mr. McArdle

cc - Mr. Wherry

JJM:ptm

RECORDED - 51

66-17381-286

EX-1180

MCARDLE

Memorandum for Mr. Tolson from L. B. Nichols

	<u>MONTH</u>	<u>YEAR</u>
Virginia, test room and then direct into Philadelphia test room of AT&T where it will tie into our private telephone line with the New York Office. Additionally, the engineered military circuit provides for lines to handle teletype messages from Shepherdstown through the Hagerstown, Maryland test room of AT&T into the Baltimore test room of AT&T where the lines are now provided on a standby basis but can be tied in on a moments notice with the existing Bureau teletype East Coast circuit with an alternate leg from Baltimore through Pittsburgh direct into Chicago. This latter leg was proposed to handle a West Coast direct line such as we had formerly as it was felt in a real emergency there would be sufficient traffic to pay for a direct line as we formerly had during the last war.		
4. The Chesapeake and Potomac Telephone Company of Washington. Teletype equipment presently in storage on the Washington end is provided in the event the Bureau's headquarters and Ident Building are completely destroyed and communications by wire could still be made into the metropolitan area of Washington.	50.00	600.00
5. Potomac Light and Power Company, Martinsburg, West Virginia. Electric power for the micro-wave station recently installed on the Potts Estate. This station is not in operation as other Government agencies ultimately to be in the network do not have their stations completed at this point and ready for actual transmission of communications. This charge varies slightly each month.	27.13	325.56
6. H. W. Potts Estate, Shepherdstown, West Virginia. Rental for quarters located on the estate approximately 1/2 mile from Shepherdstown College. Our micro-wave station and tower are located on this property.	58.33	700.00



Memorandum for Mr. Tolson from L. B. Nichols

7. The Executives Conference has just last week approved having a cable run from the micro-wave station on the Potts Estate to the Administrative Building of the college where it will tie in with a micro-wave switch-board ultimately to be obtained from the Army by the Laboratory. This cable will cost \$262.50 a month or \$3,150.00 per year

MONTH  
262.50

YEAR  
3150.00

\$1,121.90

\$13,462.84

*WES*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo RH

DATE: 3/25/54

FROM : M. D. Mason

SUBJECT: WAR PLANS - EVACUATION

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

Mr. Ben Willis of the Department, who has responsibility for Departmental war plans, advised informally March 24 that the Office of Defense Mobilization is "taking a new look" at evacuation plans for various Governmental agencies in view of recent developments as to the power of atomic bombs.

Willis stated that apparently the Office of Defense Mobilization plans to divide the area around Washington into pie-shaped segments with Washington at the center and allocate a segment for each Government agency. According to Willis, ODM will take cognizance of firm plans for evacuation already existing for certain critical agencies. The FBI has firm plans for evacuation to Shepherdstown. On the other hand, the Department had plans to go into [redacted] in [redacted] except for the ten Department officials who will evacuate with the FBI, and it now appears that such a plan would be undesirable because of the proximity of [redacted] to Washington. Willis felt that the trend was to get agencies a safe distance from Washington, meaning roughly 50 or 100 miles, depending upon the protective nature of the terrain.

b7E

We have not been advised of any plans ODM might have for altering the FBI evacuation site at Shepherdstown or for altering evacuation sites of other critical agencies with which the FBI must do business.

RECOMMENDATION:

It is recommended that Liaison Agent Walter Woods contact Mr. Russell Ash of the Ad Hoc Committee of the Office of Defense Mobilization to ascertain if there are any contemplated changes in evacuation sites which might affect the Bureau or the Bureau's communications with other critical agencies. Mr. Woods may be able to pick up other information as to the general thinking of the Ad Hoc Committee as to likely future adjustments in war plans.

cc: Mr. Glavin

EDM:js

RECORDED - 51

EX - 122

51 APR 15 1954

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

DATE: 4/2/54

FROM : Mr. Egan

SUBJECT: WAR PLANS - EVACUATION

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

Reference Mr. Mason's memorandum to Mr. Harbo dated 3/25/54 concerning captioned matter wherein it was requested that Liaison determine from the Office of Defense Mobilization (ODM) if there were any contemplated changes in evacuation sites which might affect the Bureau or the Bureau's communications with other critical agencies. This recommendation was predicated upon an informal conversation between Mr. Ben Willis of the Department and Mr. Mason, wherein Mr. Willis advised that ODM was "taking a new look" at evacuation plans.

On 4/1/54 Mr. Russell Ash, ODM, advised W. F. Woods, Liaison representative, that his office on 3/8/54 prepared a memorandum setting forth a new emergency relocation plan, a copy of which was furnished the Bureau on 3/29/54. Basically this plan indicated that relocation would be for the duration rather than a temporary 90-day period, and that relocation sites would be located within a westerly arc approximately 20 to 300 miles radial distance from the Washington, D. C. urban target zone. This new plan also indicated that all persons performing essential wartime functions are to be scheduled for emergency relocation.

To implement this plan, ODM indicated that functional groupings of agencies have been made for close proximity location based on frequency of contact, and that the relocation arc has been divided into sectors to match the space needs of each agency. In this connection the new plan does not affect the Bureau in that the sector assigned the Bureau under this plan includes the county in which our present relocation site is located. This sector encompasses the counties of Jefferson, Berkeley and Morgan Counties in West Virginia and the southern half of Frederick County in Maryland. In addition to the Bureau, the Justice Department and the Subversive Activities Control Board is also scheduled to occupy space in this sector. It is noted that all security agencies are not affected by this new relocation plan, and that agencies within the Department of Defense will be immediately adjacent to the Bureau.

At this time the proposed plan applies to Washington only but consideration is being given to other large metropolitan areas, particularly on the eastern seaboard.

Recommendation: None. For your information.

cc: Mr. Glavin

Mr. Mason

RECORDED - 51

EX. - 122

51 APR 13 1954

289  
 No

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 4/7/54

FROM : E. T. Harbo

SUBJECT: EMERGENCY RELOCATION PLAN OF THE  
DEPARTMENT OF JUSTICE

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

PAGEFOUR:

Per the Director's instructions following Executives Conference recommendation in memorandum of March 10, 1954, Mr. Bennett Willis of the Department was contacted concerning the Department's emergency relocation plan. The questions previously raised by the Bureau were discussed and Mr. Willis advised the necessary revisions would be made in the Department's plans.

On 3/30/54, the revisions in the Department's plans were received at the Bureau. The revised pages have been analyzed and the following points have been noted:

1. The Bureau has previously agreed to provide such communications facilities as are available to the Attorney General and Departmental officials who are to be evacuated to the relocation site. It is noted that among those officials to be evacuated is the Commissioner of the Immigration and Naturalization Service. The attached memorandum to Mr. Donegan points out that the communications facilities at the relocation site were designed to accommodate only urgent messages of the FBI, thus, of necessity, limiting the number of messages which can be transmitted from the site.

2. The attached memorandum to Mr. Donegan points out that the FBI microwave equipment at the relocation site has been installed and that when the microwave equipment at the relocation sites of [redacted]

[redacted] have b7E completed their installations, contact with these sensitive agencies may be had.

3. The Bureau has previously agreed to deliver to the relocation site for the Department such supplies and equipment as the Department will need at the site. The attached memorandum acknowledges the five cartons of supplies now stored in Room B205 of the Justice Building and requests that the Department advise at an early date the number of typewriters, file cabinets and special equipment they plan to relocate per revised page one of the Departmental instructions.

cc: Mr. Glavin (COPIES DESTROYED)

Mr. Belmont 10 SEP 30 1959

Attachments 4-7-54

JEM:mew

RECORDED - 51

INDEXED - 51

EX-122

66-113-290

1 APR 13 1954

4. Item 3, page 11, of the Departmental plans amends the Attorney General's memorandum to the Director dated 4/27/53 wherein the Director is authorized to implement the emergency detention program if the President and the Attorney General are incapacitated. The new instructions provide that this program may be put into effect only by order of the President, the Attorney General, or the first four persons in the chain of authority of the Department of Justice, provided, that if the Director of the FBI, or his alternate, is unable to communicate with these persons, he is authorized to implement that program in accordance with the above-mentioned memorandum.

Mr. Belmont pointed out that in effect the setting up of the chain of command in the Department is additional insurance that the authority to implement the emergency detention program will come from the Department, thus, relieving the Director of the responsibility of having to institute the DETCOM program and is in line with the thoughts expressed by Mr. Belmont and Supervisor Paul Cox during their conference with Assistant Attorney General Olney and Mr. William Foley of the Department on the afternoon of 5/26/53, which conference is recorded in a memorandum from Mr. Belmont to Mr. Ladd dated 5/26/53.

5. Paragraph 1, page 4, states that if it should be necessary for the FBI to notify a person who is not among the first four in the chain of authority in the Department the FBI shall be authorized to furnish the person whom they are able to contact the contents of this instruction and the contents of the Attorney General's war plans portfolio.

The foregoing instruction is not clear and the attached memorandum to Mr. Donegan points out that he may wish to clarify the statement to set forth specifically what instructions he is authorizing the FBI to issue to the person not among the first four in the chain of authority at the time of contact and that we presume the only instruction relates to the whereabouts of our evacuation site.

RECOMMENDATIONS:

That the attached memorandum and five maps enclosed thereto showing the routes to the Bureau's relocation site go forward to Mr. Donegan.

✓  
95  
APB  
183

Mr. Thomas J. Donegan  
Special Assistant to the Attorney General

4/7/54

Director, FBI

~~TOP SECRET~~

INSTRUCTIONS FOR PHASE I OF  
FEDERAL RELOCATION PLAN FOR  
U. S. DEPARTMENT OF JUSTICE  
Your File 44-3-1-4

Reference is made to your undated memorandum received at the Bureau March 30, 1954, with which you transmitted amended pages to copies eleven and twelve of captioned instructions. The amended pages have been inserted and the obsolete pages destroyed as you requested. There are here enclosed five copies of the map showing various routes to the vicinity of the FBI relocation site per your request.

The revised pages you submitted have been reviewed and the following comments are being submitted for your information:

1. With reference to communications facilities mentioned on pages one and two, I wish to point out that the communications equipment at the relocation site is designed to accommodate only urgent messages of the FBI. This will of necessity greatly limit the number of messages which can be transmitted from the site. I point this out to you because I note that one of the individuals whom you plan to take with you to the relocation site is the Commissioner of the Immigration and Naturalization Service, who will undoubtedly require extensive communications equipment. You may be assured, however, that such communication facilities as remain available will be placed at the disposal of the Attorney General and the Departmental officials who will occupy space at the relocation site.

2. The microwave radio equipment of the FBI has been installed and is ready for communication with the relocation sites of [REDACTED]

[REDACTED] when those agencies have completed their microwave installations.

3. The five cartons of supplies previously submitted by the Department for FBI delivery to the relocation site are now stored in Room B205 of the Justice Building. So that we might

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ATTN: [REDACTED]  
JEN: new

51 APR 15 1954

better plan for the eventual move of supplies and equipment to the relocation site, it will be appreciated if you will make available at an early date the number of typewriters, file cabinets and special equipment which you plan to move to the relocation site.

4. You will probably wish to clarify the statement in paragraph one, page four, which reads as follows, "If it should be necessary for the FBI to notify a person who is not among the first four in the Chain of Authority, it shall be authorized to furnish him with the contents of this instruction and the contents of the Attorney General's War Plans Portfolio."

I assume that by this paragraph you mean that we may advise the individual whom we are able to contact the location of the relocation site; however, it is not clear as to what specific instructions you refer.

~~TOP SECRET~~



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Quinn Tamm

DATE: March 11, 1954

FROM : I. W. Conrad

SUBJECT: BUREAU WAR PLANS Auxiliary Space For  
BASEMENT ROOM AT S.O.G. (RS)  
SHEPHERDSTOWN, WEST VIRGINIA

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Mohr	_____
Tele. Rm.	_____
Nease	_____
Gandy	_____

You will recall that approximately five tons of radio equipment were stored in the basement room at Shepherds College, Shepherdstown, West Virginia, on September 15, 1951, which was prior to the time arrangements had been made for warehouse space at the Veterans Administration Center near Martinsburg, West Virginia.

On a recent trip to this basement room in connection with our Microwave radio plans, it was noted that although now perfectly dry, the walls apparently had been damp at some previous time, indicating that high humidity conditions had existed, possibly as a result of heavy rains, summer humidity, et cetera.

It is noted that sufficient space is currently available at the Veterans Administration warehouse near Martinsburg to accommodate the radio equipment presently in the basement at the college and it, therefore, appears desirable to transfer this equipment to the VA warehouse. If feasible, this move should be completed before summer, since the moisture conditions normally are particularly bad during the summer season.

ACTION:

Unless advised to the contrary the radio equipment presently stored in the basement room at Shepherds College, Shepherdstown, West Virginia, will be moved to the warehouse at the Veterans Administration Center near Martinsburg, West Virginia, at the earliest opportunity. Arrangements will be made, of course, with Dr. Ikenberry so that the move may be effected when school is out of session or at another appropriate time.

1 - Mr. J. E. McArdle  
Room 5250

1 - Mr. Callahan II SO 11.24  
Room 5517

66-17381 RECEIVED CH Ckt 104  
AJB/IWC:kmb

RECORDED-29

66-17381-092

APR 12 1954

51 APR 19 1954

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm *Q18*

DATE: April 6, 1954

FROM : I. W. Conrad *IWC*SUBJECT: *BUREAU WAR PLANS April 17, 1954*  
EQUIPMENT STORAGE  
SHEPHERDSTOWN, WEST VIRGINIA

Tolson	_____
Ladd	_____
Clegg	_____
Glavin	_____
Nichols	_____
Rosen	_____
Tracy	_____
Harbo	_____
Belmont	_____
Mohr	_____
Tele. Room	_____
Nease	_____
ca 166	_____
-b7C-	_____

Reference is made to my memorandum dated March 11, 1954, referring to radio equipment presently in storage in Shepherds College at Shepherdstown, West Virginia. Arrangements have been effected with   President of the College, concerning the best time to remove the heavy equipment from the basement room of the Administration Building. It is his opinion that there would be a minimum of student and college personnel activity at the school on Friday, April 16, 1954. Accordingly, plans are being made for a crew made up of personnel of this Section to take a large rented truck, two small  $1\frac{1}{2}$  ton Bureau trucks and an automobile to Shepherdstown on April 16 to effect the move of the  $6\frac{1}{2}$  tons of equipment to the Newton D. Baker Veterans Administration Hospital at Martinsburg, West Virginia.

A flat bed van type truck of two tons capacity equipped with an hydraulic lift if possible will be required because of the unfavorable loading conditions encountered at the school, particularly in connection with handling the two 840 pound BC-339 radio transmitters. Also, two refrigerator handling carts or dollies should be rented if possible. It is suggested that complete arrangements for this truck and equipment be effected by the Chief Clerk's Office, making the unit available in the Department of Justice Building court on the evening of the 15th, inasmuch as it will be necessary to start to Shepherdstown prior to 6:00 A.M. on Friday, April 16. In addition, it will be necessary to reserve two of the  $1\frac{1}{2}$  ton closed panel Bureau trucks, along with one passenger vehicle. These should be made ready to go by 6:00 A.M., April 16, 1954, at the Esso Servicenter. Instructions as to the disposal of the rented equipment should be made available to this Section inasmuch as the truck itself will not be returned to Washington until late Friday evening.

RECOMMENDATION:

RECORDED-16

APR 15 13 APR 14 1954

Accordingly, it is recommended that ~~this request be~~ approved and forwarded to the Chief Clerk's Office for proper handling prior to April 15, 1954.

- 1 - Mr. McArdle, 5250  
1 - Mr. Callahan - 5517

66-17381

RLM:KMB

*Bureau already has approved the move of equipment, but not the specific manner of moving.*  
*4/6/54*  
*IWC*

*4/12/54*  
*Arrangement made*  
*Miller advised*  
*Mr. [unclear] [unclear]*  
*gpr*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm *[Signature]*  
 FROM : I. W. Conrad *[Signature]*

DATE: April 12, 1954

SUBJECT: BUREAU WAR PLANS *Accessory* For S.O.S.  
 STORAGE AT MARTINSBURG,  
 WEST VIRGINIA

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

There is attached hereto an up-to-date floor plan diagram showing the location of the various items being stored at the Newton D. Baker Veterans Administration Hospital near Martinsburg, West Virginia.

RECOMMENDATION:

It is recommended that this memorandum and the attached diagram be filed in Bufile 66-17381.

66-17381

1 - Mr. Glavin, 5517

1 - Mr. J. E. McArdle, 5250

AJB:KMB *[Signature]*16  
7/ENCL *[Signature]*

RECORDED-16

66-17381-294

13 APR 14 1954

87 APR 23 1954

*[Signature]*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE:

March 11, 1954

FROM : V. P. Keay

SUBJECT: AD HOC COMMITTEE ON ALERT PLANNING

Bureau War Plans Auxiliary Space For S.O.G.

On March 9, 1954, Mr. Bartlett and Mr. Woods of the Liaison Section conferred with Captain Robert Richardson of the White House Signal Corps. Captain Richardson has been detailed to do some work with the Ad Hoc Committee on Alert Planning in an attempt to set up some control over the microwave system which has been installed between the security agencies involved in this planning. These agencies, in addition to the Bureau, are:

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

b7E

Captain Richardson asked the following specific questions:

1. What is the minimum number of telephone circuits that the Director of the FBI will require from the FBI's emergency site to the President?
2. What is the minimum number of teletype circuits that the Director of the FBI will require from the FBI's emergency site to the President?
3. In connection with the teletype circuits, what will be the group count per day (number of words)?
4. Exclusive of the White House, how many telephone and teletype circuits will the FBI require to handle their daily communications with the other security agencies?
5. What positions in the FBI will have priority in connection with the emergency telephone circuits?

Captain Richardson pointed out that requests for telephone circuits should be kept to a minimum in view of the fact that twelve, and possibly more, teletype circuits can be carried in place of one telephone circuit.

RECOMMENDATION: It is recommended this memorandum be routed to Assistant Director Glavin for handling.

OHB:ld

- 1 - Mr. Glavin  
- Mr. Mason

RECORDED-27

13 APR 15 1954

66-17381-295

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 3/12/54

FROM : R. T. Harbo *RT*

~~CONFIDENTIAL~~

SUBJECT: *0* BUREAU WAR PLANS  
EVACUATION

Emergency Headquarters for SOG

This is another in the series of monthly memoranda indicating the status of items being considered in connection with the Bureau's evacuation plans. The following items have not been completed:

1. Communications

The microwave station located approximately 1/2 mile from the evacuation site is installed and can be used to communicate with other Government agencies in the network. The Executives Conference on 3/9/54 approved an expenditure which will permit the installation of a cable connecting the evacuation site with the microwave station. The cable to date has not been installed.

2. Destruction of Files

To date, no method more desirable than burning has been found for the mass destruction of files. The FBI Laboratory is continuing to follow this matter.

3. Highways

In a statement of assumptions and plan for continuity of essential wartime functions of the Executive Branch of the Government prepared by the Director of the Office of Defense Mobilization and discussed at the National Security Council meeting of 1/28/54 under the heading, Limitations of Emergency Relocation, there appears this statement, "Emergency Relocation among other difficulties is wholly dependent upon adequate warning! "...with even the best system of early warning, traffic jams and civilian panic may prevent the orderly evacuation of key personnel to the relocation points designated. No presently foreseeable system (even if some advance warning before a yellow alert is available for key personnel) can overcome this danger. At the present time no feasible method of warning in advance of the yellow alert and the initiation of Conelrad is considered possible."

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Mohr  
Trotter  
Winterrowd  
Tele. Room  
Holloman  
Miss Gandy

*Key*  
*6*

COPIES DESTROYED

10 SEP 30 1969

cc: Mr. Tamm

JEM:dmb

RECORDED-53

EX. - 104

66-17381-295X

~~66-17381-42-7~~  
MAR 18 1954

53 MAR 26 1954

*The Liaison Section has advised there is no indication that the Office of Defense Mobilization is contemplating a system of highway priorities which in any way tie in with the state system of highways. The Liaison Section will remain alert for the organization of any plan whereby the Federal Government coordinates a system of highway priorities with the various state civilian defense organizations.*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: March 17, 1954

FROM : I. W. Conrad

SUBJECT: AD HOC COMMITTEE ON ALERT PLANNING

Bureau War Plans Auxiliary Space For S.O.G.

Reference is made to the attached memorandum from Mr. Keay to Mr. Belmont dated 3-11-54 setting forth certain specific questions posed by Captain Robert Richardson of the White House Signal Corps Detachment concerning FBI circuit requirements on the security agencies microwave network. As you know, our microwave terminal equipment has been installed and most of the critical agencies terminals are substantially completed. Captain Richardson has been assigned the task of coordinating the various agency requirements into an over-all plan of circuitry for the entire network.

For the information of Mr. Nichols and Mr. Glavin, our microwave equipment presently installed provides nine voice channels and ten teletype channels. To utilize all ten teletype channels would, of course, require the installation of ten teletype machines at the school. Purchase of additional equipment could expand the microwave facilities to 24 voice channels with the possibility of substituting as high as 18 teletype channels for any one voice channel.

You will recall that at the time equipment was ordered, the Ad Hoc Committee's plans were very vague on the circuit requirements of the various agencies and the original plan was for [REDACTED]

[REDACTED] It was decided that the Bureau would purchase its equipment directly from Motorola (see Executives Conference memorandum 5-8-52). In light of information available at that time, equipment was ordered which would provide the facilities outlined above so the project could proceed, with the thought in mind that additional equipment could be procured later should it become necessary (see my memo to Mr. Harbo dated 5-20-52). It is pointed out that, in planning, the objective of the microwave network has been to provide facilities for the handling of urgent high-priority traffic only, rather than to accommodate communications on a "business as usual" basis.

Of course the Laboratory is not in a position to determine Bureau emergency communications requirements. However, the following observation is offered as one possible solution for consideration, recognizing that the ultimate coordinated plan can only be achieved through an around-the-table discussion between all the agencies involved. Our equipment could provide for one direct voice circuit to each of the other seven critical agencies, leaving two voice circuits available for patching-in to supplement communications to any agency desired through some central switchboard. The facilities likewise could provide for a direct teletype circuit to each of the other seven agencies with three circuits left

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED-24

66-17381-

296

AJB:kmB

SEVEN



to go through a central board for patching-in where needed. The Committee has discussed the possibility of a "round robbin" teletype circuit where all agencies would be connected on one common teletype circuit for conference-type connections. If this is found feasible, one of the teletype channels would be needed to satisfy this requirement.

As you know, negotiations are presently under way to have a cable installed between the microwave station and the school. The problem of switchboard facilities to provide complete flexibility within our own installation is being studied and will be made the subject of a separate memorandum.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to Mr. Glavin and Mr. Nichols for their information.

cf

66-17381-297

**CHANGED TO**

66-18953-14X

JUL 14 1954

*Edm*

*C*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm *JP*

DATE: May 3, 1954

FROM : I. *W. Conrad*SUBJECT: *O* BUREAU WAR PLANS *Auxiliary, Space Air C.O.B.*

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

There is attached hereto a list of miscellaneous radio equipment which was placed in the Newton D. Baker Veterans Hospital Storage Space near Martinsburg, West Virginia, on February 24, 1954. All equipment is securely packed in sturdy wooden crates, each box is numbered and the location of the boxes in the warehouse has been reflected on a diagram in the Bureau files.

RECOMMENDATION:

It is recommended that this memorandum and the attachment thereto be filed in Bufile 66-17381.

*W* Attachment

66-17381

*W* ENCL*W* 1 - Mr. GlavinAJB:KMB  
*2/13*

RECORDED-11

66-17381-

298

MAY 4 1954

*file*

57 MAY 6 1954

MATERIAL TAKEN TO VA WAREHOUSE NEAR MARTINSBURG, WEST VIRGINIA  
FEBRUARY 24, 1954

A1 through A14 Collins 231C12 - 1 KW transmitter complete (except crystals)

B1 1 ea. 3D Recorder complete Ser # 199  
B2 2 ea. 3D Recorder complete Ser # 174  
2 ea HT7 Frequency Standard Ser # 1507 & Ser # 2671  
B3 6 ea. Millen Frequency Standard  
B4 6 ea. " " "  
B5 7 ea. DB20 Preselector  
100' BX cable (2/12)  
B6 3 ea. Kann AC operated Aperiodic Receiver  
2 ea. Telefax (Model 17) Amplifiers  
1 ea DB20 preselector  
B7 4 ea. S-39 Receiver with Finch DF  
4 ea. Telefax (Model 17) Amplifier  
B8 3 ea. S-39 Receiver with Finch DF  
4 ea. Kann AC operated Aperiodic Receiver  
B9 10 ea. DB20 preselectors  
B10 5000' #10 copperweld  
B11 5000' #10 copperweld  
2 ea. 220/5 volt filament transformers  
B12 1 ea. Super Pro Receiver complete Ser # 7751  
1 ea. NC200 Receiver complete Ser # D277  
B13 1 ea. Hallicrafters S-37 Receiver (no spkr) Ser # 17759  
1 ea. " " " " Ser # 17773  
B14 1 ea. Panoramascope Ser # 747  
B15 1 ea. National HRO Receiver complete Ser # 9091  
1 ea. DB20 Preselector  
B16 1 ea. National HRO Receiver complete Ser # PG-85  
1 ea. " " " " Ser # M238  
B17 1 ea. Hallicrafters S-27 Receiver (no spkr) Ser # H159607  
1 ea. " S-37 " " Ser # 17723  
B18 1 ea. NC200 Receiver complete Ser # 6  
B19 1 ea. Hallicrafters S-37 Receiver (no spkr) Ser # HA17290  
B20 1 ea Super Pro Receiver complete  
B21 1 ea. " " " "  
B22 1 ea. " " " "  
B23 1 ea. National HRO Receiver complete (new)  
B24 1 ea. " " " " "  
B25 Guys and stakes for portable antennas  
B26 " " " " "  
B27 " " " " "  
B28 " " " " "  
B29 " " " " "  
B30 " " " " "  
B31 " " " " "

B32	Portable Antenna Poles
B33	" " "
B34	" " "
B35	" " "
B36	" " "
B37	" " "
B38	" " "
B39	" " "
B40	1 ea. Transformer, 220/110 pri. 4800/2400 sec.
B41	1 ea. " " "
B42	1 ea. Plate Transformer for BC-610
B43	1 ea. " " " "
B44	1 ea. " " " "
B45	1 ea. " " " "
B46	" " " "
B47	" " " "
B48	1 ea. National HRO Receiver Ser #M213
B	1 ea. " " " Ser # AP632
B49-	1 ea. NC 200 Receiver Ser #D742
	1 ea. Panoramic Adapter Ser #357
B50	1 ea. NC 200 Receiver, Ser # D907
	1 ea Panoramic Adapter Ser #418
B51	1 ea. National NC 200 Receiver Ser # D-284
	1 ea. Panoramic Adapter Ser # 353
B52	1 ea National HRO Receiver Ser # M-524
	1 ea. " " " Ser # M-20
B53	1 ea. National HRO Receiver Ser #M-522
	1 ea. " " " Ser #PC-73
B54	1 ea. Super Pro Reciever Ser # 7652
B55	1 ea. NC 200 Receiver Ser # D547
	1 ea. " " Ser # D636
B56	1 ea. National HRO Receiver Ser # PC 563

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: April 19, 1954

FROM : I. W. Conrad

SUBJECT: BUREAU WAR PLANS Auxiliary space  
EQUIPMENT STORAGE FAY S. O. G.  
RELOCATION CENTER

Tolson	_____
Ladd	_____
Clegg	_____
Glavin	_____
Nichols	_____
Rosen	_____
Tracy	_____
Harbo	_____
Belmont	_____
Mohr	_____
Tele. Room	_____
Nease	_____
Gandy	_____

Reference is made to my memorandum of 4-6-54 concerning plans for moving all of the stored radio communications equipment from the basement room at Shepherds College, Shepherdstown, West Virginia, to the Newton D. Baker Veterans Administration Hospital at Martinsburg, West Virginia.

For record purposes this is to advise that employees of the Radio-Electrical Section, under supervision of R. L. Millen, removed this equipment from Shepherds College and transported it to our space at the Veterans Administration Hospital without incident. [REDACTED] b7E

[REDACTED] President of Shepherds College, is aware that the equipment has been removed from the College. Only the emergency telephone and teletype facilities, which are, as you know, being rented from the telephone company, remain in the College basement room.

ACTION:

None. Informative for record purposes only.

1 - Mr. Glavin, 5517  
1 - Mr. McArdle, 5250

REM:KMB

RECORDED 13

66-17381-299

EX-115

121  
52 MAY 11 1954

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 4-15-54

FROM : R. T. Harbo *RD*

~~CONFIDENTIAL~~

SUBJECT: BUREAU WAR PLANS - EVACUATION

Auxiliary Space For S.O.G.

This is another in the series of monthly memoranda indicating the status of items being considered in connection with the Bureau's evacuation plans. The following have not been completed:

## 1.- Communications

A contract to install the cable connecting the relocation site with the microwave station is being negotiated. The Telephone Company has advised that it will take approximately three months to obtain the necessary materials after the contract has been signed.

## 2. Destruction of Files

No method more desirable than burning has been found for the mass destruction of files. There is an estimated 856.77 tons of Bureau records to be evacuated or destroyed. Of this amount 84.76 tons are personnel records, and 19.41 tons are records relating to Security Index and Espionage cases. The FBI Laboratory is continuing to follow this matter.

## 3. Highways

The most recent statement from the Office of Defense Mobilization is that even with the best system of early warning, traffic jams and civilian panic may prevent the orderly evacuation of key personnel to relocation points. The Federal Civil Defense has stated that within the near future they expect to have a warning system developed whereby they can give one hour advance notice of possible attack to coastal cities and two hour advance notice to cities inland. There is no indication that any positive steps have been taken by any agency to insure that highways will be kept open to the extent that an evacuation of key personnel could be successfully carried out. The matter is being followed by the Liaison Section.

## 4. First Aid

At least 15% of all employees at the Seat of Government have Red Cross First Aid Certificates; however, some buildings are under 15%, and the Identification Building has only 15.46% trained in First Aid as of 4-1-54. A First Aid class for 30 employees is being scheduled to begin 4-26-54.

RECOMMENDATION: None. . . informative.

JEM:jaw

cc: Mr. Nichols  
Mr. Belmont  
Mr. Tamm

Tolson ✓  
Ladd ✓  
Nichols ✓  
Belmont ✓  
Clegg ✓  
Glavin ✓  
Harbo ✓  
Rosen ✓  
Tracy ✓  
Mohr ✓  
Winterrowd ✓  
Tele. Room ✓  
Holloman ✓  
Miss Gandy ✓

RECORDED

EX-121

13 APR 22 1954

66-17381-300  
66-17381-130

2 *[Signature]*

SAC, Richmond (100-5015)

5/28/54

Director, FBI (66-17381) 301

PERSONAL ATTENTION

RECORDED 151

WAR PLANS - CIVIL DEFENSE  
(HIGH PRIORITY)

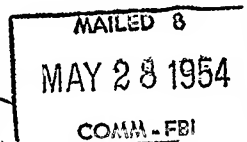
Reurlet 5/14/54.

The expeditious manner in which you brought the Virginia Civil Defense system of highway priorities to the Bureau's attention is appreciated. Any additional information coming to your attention which you feel would be of interest to the Bureau and the Bureau evacuation plans should be closely followed and brought to the Bureau's attention at the earliest possible date.

Federal Civil Defense Administration is being contacted by Bureau Liaison Agents in an effort to induce Federal Civil Defense to issue a nation-wide advisory bulletin requesting State Coordinators of Civil Defense to grant Bureau personnel a sufficiently high priority to permit the Bureau to fulfill its responsibilities during a period of emergency. You will be kept advised of the outcome of this request.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

JEM:dbb



RE



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 5/14/54

FROM : SAC, Richmond (100-5015)

SUBJECT: CIVIL DEFENSE MATTERS

(Travel on Highways in Event of Emergency)

On May 12, 1954, [redacted] State Coordinator of Civilian Defense, Richmond, Va., furnished this office copies of a recently printed map of the State of Virginia, captioned "Civil and Military Defense Routes", which has been enlarged and most all of the arterial highways have been heavily colored in purple and green to indicate these highways are to be used for Military and Civil Defense purposes in the event of war or other similar emergency. Small insets in this map depict Military and Civil Defense routes in the following areas: Hampton Roads (including Norfolk, Portsmouth and Newport News), Richmond, Alexandria-Arlington, Lynchburg, Roanoke and Petersburg.

[redacted] has advised that this map was drawn up by his office in consultation with U. S. Army officials from Second Army Headquarters, Ft. Meade, Md. He said the present plans for use of the highways of Virginia do not include any agencies except Military and Civil Defense. He said he was not unmindful of the FBI's functions and responsibilities but insofar as non-military personnel of the U. S. Government was concerned, his office was forced, for reasons of simplification, to be guided by directives and recommendations of the Federal Civil Defense Administration, and up to this time FCDA has not requested that the FBI be given any special privileges in connection with travel in an emergency.

It is, therefore, suggested that the Bureau take up with FCDA the problem of travel by Bureau personnel in order that FCDA will issue a nationwide directive to State Coordinators of Civilian Defense in order that we will be permitted to travel on all routes in wartime or other emergency as a part of the defense forces of the nation.

Since the above maps are large, it is suggested Norfolk obtain any extra copies from the local CD Office. If they cannot be obtained locally, it is suggested you write [redacted] directly, Room 20, State Capitol, Richmond, Va.

The Bureau and Washington Field Office are being furnished one copy each of the map herewith since the northern area of Virginia may be of interest in your CD or other emergency plans, and one copy is being furnished Norfolk.

Enclosure (1)

CC: 1 - Washington Field (Encl. 1)  
1 - Norfolk (Encl. 1)

WHC:MEW

CC: 66-1477

RECORDED - 36

INDEXED - 36

UNRECORDED COPY FILED

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 5/17/54

FROM : R. T. Harbo RT

SUBJECT: BUREAU WAR PLANS -- EVACUATIONANALYSIS OF THE FBI'S EVACUATION PLANS

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

This is another in the series of monthly memoranda indicating the status of items being considered in connection with the Bureau's evacuation plans. The following have not been completed:

(1) COMMUNICATIONS

The telephone company at Shepherdstown, West Virginia, has been instructed to proceed with the installation of the cable connecting the relocation site with the microwave station. It is estimated that it will take approximately 2½ months to obtain the necessary materials. There is installed in the microwave station near the relocation site a 450 watt CW radio station which, under good conditions, is capable of contacting all the continental field offices one at a time.

(2) DESTRUCTION OF FILES

No method more desirable than burning has been found for the mass destruction of the estimated 856.77 tons of Bureau records to be evacuated or destroyed. Of this amount, 84.76 tons are personnel records and 19.41 tons are records relating to security index and espionage cases. The FBI Laboratory is continuing to follow this matter.

(3) HIGHWAYS

Information Bulletin #1, Series 1954, Office of Civil Defense, District of Columbia, dated April 20, 1954, contains an excerpt of a memorandum by Colonel Barnet Beers, U.S.A. Military Liaison Officer to Federal Civil Defense Administration (FCDA) dated April 24, 1951, re Policy on Usage of Highways by Military During Emergency which states, "No overall plan for control of road nets is contemplated by the Army. The control of any

JEM:db

RECORDED - 73

66-17381-302

cc: Mr. Nichols  
 Mr. Belmont  
 Mr. Tamm

EX-129

specific road net will be in the hands of civil authorities and the Army movements necessary at this time will be coordinated with the local restrictions that have been imposed. The U.S. Army will not impose any restrictions on the use of road needs and in case the use of highways is desired, such use will be coordinated with civil needs and through local civil authorities." There is no indication that any positive steps will be taken by any agency to insure that highways will be kept open to the extent that in evacuation of key personnel could be successfully carried out. This matter is being followed by the Liaison Section.

(4) FIRST AID

At least 15% of all employees at the Seat of Government have current Red Cross first aid certificates. However, less than 15% of the employees in the General Accounting Office Building and at the Clinton Radio Station have been trained in first aid. Due to personnel shortages at this time, no first aid classes will be held until July 15, 1954.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: May 14, 1954

FROM : I. W. Conrad

SUBJECT: BUREAU WAR PLANS - CONELRAD

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

Availability Space For - 105-

You will recall that Executive Order #10312 required Government agencies to prepare plans providing for emergency control over radio stations under emergency conditions. The Bureau plan was prepared and has been approved by the Secretary of Defense and the Director of the Office of Defense Mobilization in accordance with the provisions of the Executive Order. The War Plans Supervisor in Division II, the Liaison Section in Division V, the Communications Section in Division IV and the Laboratory are exploring the various ramifications of the problem, and recommendations as to the best method of implementing the plan will be treated in separate memoranda.

Since our plan has been disseminated to the various Air Defense Command Posts throughout the country, it is felt that the SAC's should be advised immediately of the existence of the plan should any inquiries be received from the Air Defense Command in the field. A suggested SAC letter is attached for approval and sufficient copies of the plan are available in the Radio Section to provide a copy of it for each field division. A copy of the plan is attached to this memorandum for your information.

RECOMMENDATION:

It is recommended that the attached SAC Letter be approved and distributed to the field.

ENCL

Attachment

AJB:KMB

1 - Mr. J. W. Brown  
 1 - Mr. McArdle

RECORDED - 73  
 EX-129

13 MAY 19 1954

79 JUN 8 - 1954

MCARDLE  
 500  
 file

SECURITY INFORMATION - ~~SECRET~~

SUBJECT: CONELRAD

Plan No. 1  
Revised 10-15-53

An outline plan for the control of electro-  
magnetic radiation under Executive Order #10312.

I. PURPOSE

Recognizing advances in the development of electronic control devices designed for directing aircraft or guided missiles, as well as the continual growth of radio navigational aids since World War II, the Federal Bureau of Investigation is desirous of so utilizing its radio facilities, in the event of enemy attack or imminent threat of attack, as to carry out the purpose of Executive Order #10312, namely, to minimize possible use of such radio signals by an enemy.

It appears most likely, that the activities of the Federal Bureau of Investigation, in Internal Security, Espionage and Sabotage matters, and in the control of subversive persons and organizations, will be at the highest peak during or just prior to an enemy attack. Accordingly, radio operations will be reduced to the minimum consistent with the need for emergency communications during an alert.

II. AUTHORITY

The plan hereinafter described will be implemented under Executive Order #10312.

III. DEFINITIONS

FX	FIXED	Station: A station in the fixed service. (A fixed station may, as a secondary service, transmit to mobile stations on its normal frequencies.)
FL	LAND	Station: A station in the mobile service not intended for operation while in motion. (A land station may communicate, on a secondary basis, with fixed stations or other land stations of the same category.)
MO	MOBILE	Station: A station in the mobile service intended to be used while in motion or during halts at unspecified points.

Copy No. \_\_\_\_\_

Page 1 of 6 pages

SECURITY INFORMATION - ~~SECRET~~

17-1 303

IV. SCOPE

This plan covers all radio facilities of the Federal Bureau of Investigation in the continental United States and in the Territorial and Insular possessions of the United States.

V. INVENTORY OF FACILITIES

The Federal Bureau of Investigation utilizes both Radio-telegraph and Voice transmitters as described in the following summary:

## a. Categories of facilities include:

1. Radiotelegraph stations in FX (fixed) category which utilize the following frequencies in kilocycles per second with 0.1A1 and 1.1F1 emission at a maximum of 3.0 kilowatts power throughout the United States and with the Territorial and Insular possessions

2332	10500	15955
2810	10915	16376
4030	11075	16760
5060	11210	17405
6954	11490	18172.5
7905	13660	18175
9015	14460	23675
9240	14495	23875

2. FM voice stations in FX (Fixed), FL (Land), MO (Mobile) categories with 46F3 emission at a maximum of 0.250 kilowatts power FX, FL and 0.050 kilowatts in MO category utilize the following frequencies in megacycles per second throughout the continental United States.

40.18	163.975	169.025	408.150
40.22	166.025	169.075	408.250
40.30	166.075	170.825	408.350
40.34	166.125	170.875	414.050
40.46	166.175	170.925	414.150
162.625	167.375	170.975	414.250
162.675	167.425	173.625	414.350
162.725	167.475	173.675	419.250
162.775	167.525	173.725	419.350
163.825	167.575	173.775	419.450
163.875	168.975	408.050	419.550
163.925			

SECURITY INFORMATION - ~~SECRET~~

3. Location of stations: The Radiotelegraph and Voice Stations of the Federal Bureau of Investigation located in each field office territory are under the immediate control of the Special Agent in Charge, Federal Bureau of Investigation, United States Department of Justice at the following cities:

ALBANY 7, NEW YORK, 711 Standard Building  
ALBUQUERQUE, NEW MEXICO, 906 West Park Avenue, S. W.  
ANCHORAGE, ALASKA, Federal Building  
ATLANTA 5, GEORGIA, 805 Peachtree Street  
BALTIMORE 2, MARYLAND, 800 Court Square Building  
BIRMINGHAM 3, ALABAMA, 300 American Life Building  
BOSTON 9, MASSACHUSETTS, 100 Milk Street  
BUFFALO 2, NEW YORK, 400 U. S. Ct. House  
BUTTE, MONTANA, 400 Thornton Building  
CHARLOTTE 2, NORTH CAROLINA, 914 Johnston Building  
CHICAGO 3, ILLINOIS, 1900 Bankers' Building  
CINCINNATI 2, OHIO, 637 U.S. P. O. & Ct. House  
CLEVELAND 13, OHIO, 900 Standard Building  
DALLAS 2, TEXAS, 1114 Commerce St.  
DENVER 2, COLORADO, 254 New Custom House  
DETROIT 26, MICHIGAN, 913 Federal Building  
EL PASO, TEXAS, 202 U. S. Court House  
HONOLULU 13, HAWAII, 206 Dillingham Building  
HOUSTON 2, TEXAS, 621 Niels Esperson Building  
INDIANAPOLIS 4, INDIANA, 327 Federal Building  
KANSAS CITY 6, MISSOURI, 707 U. S. Court House  
KNOXVILLE 2, TENNESSEE, 617 Walnut Street, S. W.  
LITTLE ROCK, ARKANSAS, 445 Federal Building  
LOS ANGELES 13, CALIFORNIA, 900 Security Building  
LOUISVILLE 2, KENTUCKY, 211 Madrid Building  
MEMPHIS 3, TENNESSEE, 1104 Sterick Building  
MIAMI 32, FLORIDA, 3915 Biscayne Boulevard  
MILWAUKEE 2, WISCONSIN, 735 U.S. P. O. Cust. & Ct. House  
MINNEAPOLIS 3, MINNESOTA, 419 North American Life  
and Casualty Bldg.  
MOBILE 10, ALABAMA, 523 Federal Bldg.  
NEWARK 2, NEW JERSEY, 1836 Raymond-Commerce Building  
NEW HAVEN 10, CONNECTICUT, 510 The Trust Co. Building  
NEW ORLEANS 12, LOUISIANA, 1000 Masonic Temple Building  
NEW YORK 7, NEW YORK, 290 Broadway  
NORFOLK 10, VIRGINIA, 411 Flatiron Building  
OKLAHOMA CITY 2, OKLAHOMA, 940 First National Building

SECURITY INFORMATION - ~~SECRET~~

OMAHA 2, NEBRASKA, 1010 Federal Office Bldg.  
PHILADELPHIA 7, PENNSYLVANIA, 500 Widener Building  
PHOENIX, ARIZONA, 102 U.S. Courthouse Bldg.  
PITTSBURGH 19, PENNSYLVANIA, 450 Union Trust Building  
PORTLAND 5, OREGON, 411 U. S. Ct. House  
RICHMOND 19, VIRGINIA, 501 Southern States Building  
ST. LOUIS 1, MISSOURI, 419 U. S. Court House  
& Custom House  
SALT LAKE CITY 1, UTAH, 301 Continental Bank Building  
SAN ANTONIO 6, TEXAS, 478 Federal Building  
SAN DIEGO 1, CALIFORNIA, 750 San Diego Trust &  
Savings Bank Building  
SAN FRANCISCO 2, CALIFORNIA, 422 Federal Office  
Building, Civic Center  
SAN JUAN 21, PUERTO RICO, 508 Banco Popular Building  
SAVANNAH, GEORGIA, 305 Realty Building  
SEATTLE 4, WASHINGTON, 1015 Second Avenue  
SPRINGFIELD, ILLINOIS, 421 South Sixth St.  
WASHINGTON 25, D. C., Room 506 Old Post Office Bldg.

b. *Methods of control:*

*Upon receipt of Conelrad alert notification from the appropriate Air Defense Commander, radio stations of the Federal Bureau of Investigation will be controlled as follows:*

1. *Radiotelegraph stations in the Fixed category will shut down operation during an air attack unless there is urgent need for this service at the time.*
2. *FM stations in the Fixed and Land categories will reduce transmission to the minimum consistent with successfully carrying out essential Internal Security and National Defense operations.*
3. *FM stations in the Mobile and Portable categories will reduce transmission to the minimum required to carry out essential Internal Security and National Defense operations.*



SECURITY INFORMATION - ~~SECRET~~

4. In conducting essential Internal Security and National Defense operations during enemy attack, or imminent threat of attack, all Federal Bureau of Investigation radio stations will use suitable code identifiers in place of regularly assigned call signs. Operators of stations in Fixed and Land categories will be directed not to identify their frequency or station location and not to keep carrier on the air during periods of no transmission.
5. Nothing in the present Conelrad plan should be construed to affect the right of the Federal Bureau of Investigation to carry out and fulfill its established responsibilities in Internal Security and other matters.

VI. ALERTING OF STATIONS TO BE CONTROLLED

1. Upon receipt of Conelrad alert from the appropriate Air Division (Defense) Commander, such alert will be channeled to FBI stations concerned in the most practical and expeditious manner, making maximum use of existing alerting facilities. The FBI assumes responsibility for making arrangements for prompt receipt of alert notifications at the stations concerned from an existing official alerting network.
2. With regard to the Federal Bureau of Investigation operations in the Territorial and Insular possessions, the Special Agent in Charge of each field office will maintain liaison with the appropriate local military authority to insure receipt of local alert warnings and subsequent control of radio signals.

Page 5 of 6 pages

SECURITY INFORMATION - ~~SECRET~~

SECURITY INFORMATION - ~~SECRET~~

VII. IMPLEMENTATION

The provisions of the foregoing plans will be subject to implementation upon concurrence by the Secretary of Defense and the Director of the Office of Defense Mobilization.

\* \* \*

Page 6 of 6 pages

SECURITY INFORMATION - ~~SECRET~~

Mr. Thomas J. Donegan  
Special Assistant to the Attorney General

May 7, 1954

Director, FBI

RECORDED - 73

FBI COMELRAD PLAN

304

~~SECRET~~

EX-11

Reference is made to your memorandum dated April 21, 1954, transmitting a copy of a letter dated April 16, 1954, addressed to the Deputy Attorney General by the Secretary of Defense, approving the FBI COMELRAD Plan.

In accordance with the request contained in the last paragraph of the referenced letter, there are attached sixteen copies numbered 11 through 26 of the approved FBI COMELRAD Plan for transmittal to the Secretary of Defense for dissemination to the appropriate Air Defense Commands. A suggested letter of transmittal is also attached pointing out implementation of the plan will be carried out upon receipt of formal approval from the Director of the Office of Defense Mobilization.

Enclosures

AJB:KMB / 4

MAY 7 3 12 PM '54  
RECEIVED DIRECTOR'S ROOM  
FBI  
U.S.T.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MAILED 2  
MAY 10 1954  
COMM-FBI

53 JUN 14 1954

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Quinn Tamm

DATE: March 5, 1954

FROM : I. W. Conrad

SUBJECT: BUREAU WAR PLANS EQUIPMENT STORAGE

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

You will recall that early in 1953 the Administrative Division perfected arrangements with the Veterans Administration for approximately 2500 square feet of warehouse space at the Newton D. Baker VA Center near Martinsburg, West Virginia.

All the equipment for which the space was requested has now been received, checked and transported to the warehouse, the last load having been placed therein on February 24. It is noted that there are no loose items in the warehouse; all items are contained in sturdy wooden crates. It is further noted that all identifying data have been removed from the crates and each box is marked with a code number for our own use. Keys to the warehouse have been turned over to Mr. N. P. Callahan of the Administrative Division.

Inasmuch as all equipment is enclosed in wooden boxes, no technical inspections of the equipment are contemplated and the warehouse is being considered as long-term dead storage in connection with the Bureau's emergency plans. Since the stored equipment represents a substantial monetary investment, it is suggested that the Administrative Division may wish to set up a program of periodic inspections of the space if this has not already been done.

ACTION:

None. For the information of the Administrative Division and the Bureau War Plans supervisor.

66-17381

EX. - 106

1 - Mr. J. E. McArdle, Room 5250

RECORDED-14

66-17381-305

AJB/IWC:kmb

MAR 26 1954

124

JUN 6 1954

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: May 25, 1954

FROM : W. R. GLAVIN

SUBJECT: ALTERNATE HEADQUARTERS  
SHEPHERDSTOWN, WEST VIRGINIA

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

Reference is made to my memorandum of May 20, 1954, (attached hereto), concerning the above-mentioned matter.

Appropos to our discussion of May 24, 1954, I telephonically communicated with [redacted] President of Shepherd College, Shepherdstown, West Virginia, this morning and advised him of my retirement from active service. I further advised him that Mr. Parsons would drop up to see him within the next week or so.

[redacted] was very appreciative of the call and stated that he would be very happy to see Mr. Parsons when he came to Shepherdstown.

b6  
b7C

For Mr. Parson's information, I advised [redacted] that in the future if any matters of interest to the Bureau involving the college came up Mr. Parsons would be the Bureau's Liaison Man with him [redacted].

[redacted] advised me that he and [redacted] are going to take a tour of Europe this summer. However, he will be at Shepherdstown until July 12, 1954.

WRG:mfs

Attachment

RECORDED-14

66-17381-306

13 MAY 26 1954

79 JUN 8 - 1954

TWO

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: May 20, 1954

FROM : W. R. GLAVIN

SUBJECT: ALTERNATE HEADQUARTERS  
SHEPHERDSTOWN, WEST VIRGINIA

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

You will recall that I personally perfected plans with [redacted] President of Shepherd College, Shepherdstown, West Virginia, to utilize the college as alternate headquarters in the event it becomes necessary for the Bureau to evacuate Washington. I also appeared before the State Board of Education in connection with this matter, at which time [redacted] was designated by the Board as the sole contact with the Bureau concerning utilizing the school property in case of emergency.

In the setting up of certain emergency installations I had Mr. Donald J. Parsons of the Laboratory meet [redacted] There-fore, Mr. Parsons is acquainted with [redacted] b6 b7C

In view of the fact that I will cease active duty at the close of business on Friday, May 28, 1954, I feel that it would be desirable for a new contact to be designated.

RECOMMENDATIONS:

It is respectfully suggested that Mr. Parsons be designated that contact and that Mr. Parsons and I visit [redacted] some time next week so that he will be familiar with the fact that Mr. Parsons will take over the contact with him in the event it is necessary to occupy the college property.

RECORDED-14

66-17381-306

13 MAY 26 1954

It is further recommended that Mr. Parsons be designated Evacuation Officer for the Bureau. In case evacuation is necessary it will be necessary for Mr. Parsons, in connection with Laboratory installations, to proceed to Shepherdstown and he could at the same time be the contact officer with [redacted] in having the college premises evacuated for our use. b6 b7C

WRG:mfs

cc: Mr. McArdle

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: May 26, 1954

FROM : L. B. Nichols

SUBJECT: BUREAU WAR PLANS *Military spec - For S.B.C.*  
MICROWAVE RADIO STATION  
SHEPHERDSTOWN, WEST VIRGINIA

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

For record purposes, Mr. McGuire of my office checked with [ ] Manager of the Virginia Telephone and Telegraph Company at Front Royal, Virginia, (parent company owning Central Telephone Company, Shepherdstown, West Virginia) regarding the Bureau's previous order for a fifty standby trunkline to be installed between the microwave station and the Bureau's installation in the Administration Building of the College. [ ] advised that the matter was being handled satisfactorily and that the order had in fact been placed for the materials. [ ] stated, as we had previously been advised, it would take 2 1/2 or 3 months to obtain the necessary materials in that area and that he personally had rechecked this matter only this week and found that there would probably be no additional delay in obtaining the appropriate type cable. [ ] felt, however, that in view of the fact that the school was still occupied with the current semester that it might be desirable to wait an additional several weeks until the school is closed and make the installation at that time prior to the commencement of a summer session. In this manner [ ] felt his people would have less interference from any student body and faculty who might become curious. [ ] was told this was perfectly satisfactory.

b6  
b7C

[ ] also advised that he had a contract drawn in line with Mr. McGuire's oral conversation with him on March 20, 1954; however, he had not submitted it to the Bureau until he could be assured that there would be no changes in the costs in view of any possible difficulties in obtaining the equipment. Now that this latter item has been settled and clarified, [ ] stated he would send the contract on for the Bureau's signature and return to him. As soon as it is received the contract will be appropriately signed and returned to [ ]

b6  
b7C

cc - Mr. Harbo - Attention Mr. McArdle

JJM:ptm

RECORDED - 73

501 - 73

66-17381-307  
JUN 8 1954

73 JUN 8 1954

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *V. J. [unclear]*

DATE: 6/10/54

FROM : *R. T. Harbo*SUBJECT: BUREAU WAR PLANS \* EVACUATION

65-17381-295X

*Aug 11, 1954 - [unclear]*

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

This is another in the series of monthly memoranda indicating the status of items being considered in connection with the Bureau's evacuation plans. The following have not been completed.

1. COMMUNICATIONS

The telephone company at Shepherdstown, West Virginia, has been instructed to proceed with the installation of the cable connecting the relocation site with the microwave station. The contract has been let and the material has been ordered. The cable will be installed between the end of the current semester and the beginning of the summer session at the college if it arrives in time. If not, the installation will take place between the end of the summer session and the beginning of the regular fall term.

2. DESTRUCTION OF FILES

No method more desirable than burning has been found for the mass destruction of the estimated 856.77 tons of Bureau records to be evacuated or destroyed. Of this amount, approximately 85 tons are personnel records and 19.5 tons are records relating to Security Index and Espionage cases. The FBI Laboratory is continuing to follow this matter.

The Records Section estimates that it will take approximately 2 hours during the normal work day to gather and deposit at a central point for evacuation the essential working records consisting basically of the Security Index and Espionage cases. It was estimated that it will take 12 hours to collect the same files should instructions to do so come during the midnight shift. The Records Section is continuing its efforts to arrive at some plan whereby this period of time will be reduced.

cc: Mr. Nichols  
 Mr. Belmont  
 Mr. Parsons

JEM:mew

RECORDED - 7 66-17381-308  
 EX. - 107

5-VPM

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10 SEP 30 1969

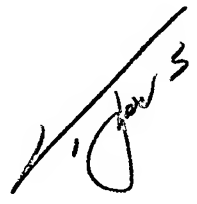


### 3. HIGHWAYS

The Liaison Section since 10/30/53 has been negotiating with Federal Civil Defense Administration and Office of Defense Mobilization relative to highway priority for FBI personnel. On 5/20/54, it was ascertained that Federal Civil Defense Administration and Office of Defense Mobilization have formulated a committee to draft a system of highway priority which could be correlated with state Civil Defense organizations. An SAC Letter has gone forth instructing all SACs to arrange with state Civil Defense organizations for FBI personnel to be given free access to all military and Civil Defense highways during periods of emergency. This will be followed closely by the War Plans Desk of the Training and Inspection Division.

### 4. FIRST AID

There is in excess of 15 per cent of all employees in the Justice Building, Old Post Office Building, Waldorf Radio Station and Quantico trained in first aid. There are 14.3 per cent of the employees in Identification Building trained in first aid, 9.5 per cent at the Clinton Radio Station and no employees trained in first aid at the General Accounting Office Building. Mr. Mohr on 4/20/54 instructed that no first aid training would be conducted before July 15, 1954. It is contemplated that first aid training classes will begin during the week of July 19, 1954, with priority given to the employees of the Identification, General Accounting Office and Clinton Radio Station buildings.



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: June 10, 1954

FROM : L. B. Nichols

SUBJECT: BUREAU WAR PLANS  
COMMUNICATIONS - SHEPHERDSTOWN, WEST VIRGINIAAuxiliary Space For S.O.G.

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Mohr	_____
Tracy	_____
Rosen	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Miss Gandy	_____

For record purposes, in view of the extensiveness of damage in H-bomb warfare wherein any enemy strike in the Washington area might also affect Baltimore where all of our war plans communications channel through AT & T facilities, it was felt desirable to have AT & T consider a routing of the Bureau's standby emergency communications out of Shepherdstown to one of the three nearest field divisions (Richmond, Louisville and Cincinnati) avoiding the cities of Washington, Baltimore, Philadelphia and New York.

[redacted] of AT & T, who has been handling the Bureau's emergency standby network at Shepherdstown, is taking this matter up directly with the engineers of AT & T and from a preliminary check has advised that there would probably be some office construction required at several local points; that it looked best to him for the Bureau to evaluate the desirability of having as an alternate circuit out of Shepherdstown a connection with the nearest terminal center which would provide all our requirements and that this is Harrisburg, Pennsylvania. [redacted] stated that as soon as he got the definite cost, he would let us know in order that we can consider the desirability of incurring additional expense in connection with our Shepherdstown setup in providing for an alternate routing.

The main problem involved results from all of our emergency war communications plans utilizing land lines being channeled through Baltimore. If Baltimore were knocked out our entire land lines communications at Shepherdstown would also go out. We will follow on this matter with AT & T.

cc - Mr. Harbo

cc - Mr. Wherry

JJM:ptm:jec

EX - 104

RECORDED-11 66-17381-

309

JUL 6 - 1954

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6/21/54

FROM : *RTH* R. T. Harbo

SUBJECT:

WAR PLANS ~~CHAIN OF COMMAND~~ *DC**Operational**Auxiliary Corps F.O.C.*

It is current planning of the Bureau that in the event Assistant Directors and persons of higher position in the FBI should be disabled in an emergency, that the chain of command will revert to:

- (a) Assistant Director E. J. Connelley
- (b) SAC J. F. Malone, Los Angeles
- (c) SAC R. J. Abbaticchio, Philadelphia

Mr. Connelley is retiring. There is some doubt in our mind as to whether SAC Malone should be in the chain of command, because an absolute minimum of nine hours flying time would be necessary for him to get to the Bureau's evacuation site at Shepherdstown and because of its strategic importance and security problem, it is doubtful that an SAC should leave Los Angeles in a period of emergency.

It appears that it would be more suitable to eliminate completely from the chain of command any officials, such as the SAC at New York, who will have a tremendous security problem, and whose field division contains critical targets of primary importance. Same thinking applies to the other of the largest field divisions, such as, Chicago, Los Angeles, San Francisco, Detroit, Newark, Washington Field. *(CC)*

Suggested chain of command to take charge upon the demise or disability of Assistant Directors and higher:

(1) SAC F. Hallford, Pittsburgh. (Although a metropolitan area and industrial area, Pittsburgh does not have as acute security problems as some of the larger offices and the SAC could get from Pittsburgh to Shepherdstown rather quickly.)

(2) SAC R. J. Abbaticchio, Philadelphia.

(3) SAC J. M. Lopez, Savannah. (Relatively no security problem and located immediately adjacent to the Hunter

EDM:ATN

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INDEXED - 86

66-17341-310 *NW*

JUL 1954

EX-123

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10 SEP 20 1969

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

Air Force Base, from which he could borrow a plane to fly to Shepherdstown.

(4) SAC W. A. Murphy, Charlotte.

If these names are suitable, you may wish to indicate whether this chain of command is satisfactory or whether you would prefer to have this matter considered by the Executives Conference.


Per your instructions to Mason 6/21/54, it is suggested that a specific chain of command be set up among the Assistant Directors at the Seat of Government. Heretofore there has been no clear-cut line of authority under War Planning as to which Assistant Director will take precedence over another should emergency conditions necessitate such action. It is proposed that the chain of command for War Plans be:

Director  
Associate Director  
Mr. L. B. Nichols  
Mr. L. V. Boardman  
Mr. A. H. Belmont  
Mr. R. T. Harbo  
Mr. J. P. Mohr  
Mr. Quinn Tamm  
Mr. D. J. Parsons  
Mr. A. Rosen

It is suggested that all members of the chain of command, including field, be fully advised of the nature of the Bureau's War Plans, policies, and plans in connection with the program for the detention of Communists, plans for the reconstruction of the Bureau's files, and the availability of certain vital information now stored in the field on microfilm.

RECOMMENDATION:

Director's wishes be ascertained as to these matters.

V. 

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6/24/54

FROM : R. T. Harbo

SUBJECT: WAR PLANS - CHAIN OF COMMAND

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

The Director has approved my memorandum of 6/21/54 setting up a new chain of command for division heads at the Seat of Government and certain selected Special Agents in Charge to operate under emergency conditions in connection with war planning.

Attached are certain communications necessary to carry out these instructions.

## RECOMMENDATIONS:

Following communications, which are attached, be dispatched:

(1) Memorandum to Seat of Government Division Heads advising them of the Seat of Government chain of command.

(2) Letter to Mr. Connelley, advising that his retirement necessitates change in the chain of command and requesting that he return to the Training and Inspection Division any war plans documents he now holds.

(3) Letter to SAC Malone eliminating him from the chain of command because of revisions made to cut down in travel time and the need for him to be in his own field division in the event of an emergency; letter also requests return of war plans documents.

(4) Letter to SAC Hallford, Pittsburgh, with copies to SAC's Abbaticchio, Philadelphia; Lopez, Savannah; and SAC Murphy, Charlotte, advising them of the newly established chain of command.

Attachments sent 6-24-54

EDM:ATN

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10 SEP 30 1969

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EX-123

JUL 13 1954



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

Los Angeles, California  
June 29, 1954

~~CONFIDENTIAL~~

Mr. J. Edgar Hoover  
Director  
Federal Bureau of Investigation  
Washington, D. C.

Attention: Training and Inspection Division

Dear Sir:

Re your letter dated June 24, 1954.

Enclosed herewith is documentary material  
which I had in my possession in connection with the  
emergency chain of command as it pertained to the  
Seat of Government War Plans.

Very truly yours,

*John F. Malone*  
JOHN F. MALONE  
Special Agent in Charge

JFM:KH

Encl.

ENCL

RECORDED-99

EX-129

64-17541-312  
2 JUL 1 1954

53 JUL 15 1954

Mr. Tolson  
Mr. Boardman  
Mr. Nichols  
Mr. Belmont  
Mr. Ladd  
Mr. Clegg  
Mr. Glavin  
Mr. Harbo  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

EXP. PROC.

JUL 1 1954



~~TOP SECRET~~  
Security Information  
United States Department of Justice  
Federal Bureau of Investigation  
Washington 25, D. C.

IN REPLY, PLEASE REFER TO  
FILE No. \_\_\_\_\_

July 3, 1953

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 4/20/2010

~~PERSONAL AND~~  
~~CONFIDENTIAL~~

Mr. John F. Malone  
Federal Bureau of Investigation  
Los Angeles, California

Dear Mr. Malone:

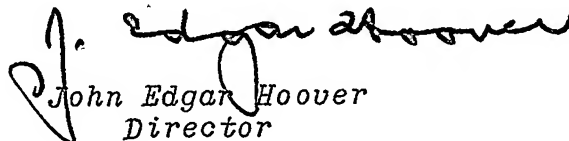
I am enclosing herewith a copy of a communication which has been addressed to Assistant Director E. J. Connelley concerning the Bureau's war plans and the emergency relocation site for the FBI headquarters.

There is also enclosed herewith a statement concerning information regarding emergency relocation plans for continuity of essential functions of the FBI outside of Washington, D. C.

For your information, you have been designated third in the chain of command in the field service replacing SAC R. B. Hood who recently resigned.

You should thoroughly familiarize yourself with the information contained in the attached documents so that in the event it becomes necessary for you to assume command you will be thoroughly familiar with the plans already perfected by the Bureau for continuity of operations of essential functions of the Bureau outside of Washington, D. C.

Sincerely yours,

  
John Edgar Hoover  
Director

Enclosures

66-17381-312

ENCLOSURE

~~TOP SECRET~~  
~~SECURITY INFORMATION~~

E. J. Connelley, Assistant Director  
Director, FBI

June 8, 1953

WAR PLANS  
EMERGENCY RELOCATION SITE  
FOR FBI HEADQUARTERS

Downgraded to  
Secret  
per 60324 DL BAW  
4/8/10 SAB/ML

The information contained in this communication is to be held in strict confidence. No copies or parts thereof shall be made, nor is this communication to be shown to anyone without specific authority of the Director of the Federal Bureau of Investigation.

The White House has approved an emergency relocation site to provide for continuity of essential activities of the Bureau in the event of attack, or in anticipation of attack, upon the Washington, D. C., area. These plans were formulated in cooperation with the Ad Hoc (special temporary committee) Committee on Alert Planning, Executive Office of the President, Office of Defense Mobilization. This Committee also assisted in formulating plans for other key critical agencies, namely:

b7E

The FBI together with other key critical agencies, is considered to be a sensitive function of the Government and it is the desire of the President that adequate plans be approved now to provide for:

1. Immediate emergency relocation of the FBI at a site relatively near to the President outside of the Washington area in the event of attack or in anticipation of attack;
2. That maximum consideration of emergency operations be carried forth by a limited force of key headquarters personnel designated to keep the most essential functions of the FBI in operation during the first few weeks or months of an emergency and until more adequate staff and facilities can be provided.

Activation of our short-term plan will be effected by personnel working and living in the Washington area. The President desires that the emergency planning should preclude any assurance that advance warning can be given concerning the possibility of a

Attachment

CC: SAC L. V. Boardman, New York

✓ CC: SAC J. F. Malone, Los Angeles

SEARCHED	INDEXED
SERIALIZED	FILED
JUN 19 1953	
FBI - WASH. F. O.	

~~TOP SECRET~~ - SECURITY INFORMATION



very heavy surprise attack at which time personnel working and living in Washington at the time might not be available for the adequate staffing of our relocation functions. Therefore, it is essential that planning for continuity of operations, even on a short-term emergency basis, include alternate provisions for supervisors and staffing our relocation site from FBI sources outside of Washington. The attached instructions should be fully understood in order that efficient activation can be effected by you in the event of a national emergency.

~~TOP SECRET~~  
SECURITY INFORMATION

INFORMATION CONCERNING EMERGENCY RELOCATION PLANS  
FOR CONTINUITY OF ESSENTIAL FUNCTIONS OF THE FBI  
OUTSIDE OF WASHINGTON, D. C.

A. EMERGENCY FIELD CHAIN OF COMMAND FOR RELOCATION SITE OPERATIONS:

In the event that activation of relocation site plans by FBI officials located outside of Washington, D. C., becomes necessary the following field chain of command shall be adhered to as far as is practical under existing circumstances:

1. Assistant Director E. J. Connelley
2. Special Agent in Charge L. V. Boardman
3. Special Agent in Charge J. P. Malone

B. ACTIVATING FBI PLANS BY FIELD CHAIN OF COMMAND:

In the absence of prior notification the field chain of command, in the order mentioned above, will immediately, upon knowledge that the Washington area has been under a heavy surprise attack and destruction is wide-spread, be responsible for activating FBI relocation site plans.

C. STAFFING RELOCATION SITE

Additional Bureau personnel shall be obtained from the field divisions as replacements for key headquarters employees (519) scheduled to staff the site who as a result of a surprise attack on Washington, D. C., are unable to report for assignment to scheduled duty.

D. FBI RELOCATION PLAN

1. Site Identification:

Shepherd College, Shepherdstown, West Virginia, telephone 2241 - 3711 (see attached map depicting routes between Washington, D. C., and Shepherdstown, West Virginia)

2. Timing and Movement:

[redacted] President of Shepherd College, will be telephonically advised concerning immediate need for occupation of the college in order that he can effect and arrange plans to evacuate the college staff and student body. The Assistant Director in Charge of Evacuation (W. R. Glavin) will depart immediately to coordinate setting up operations at the college.

~~TOP SECRET~~  
SECURITY INFORMATION

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JUN 19 1953	
FBI - WASH. F. O.	

2. (continued)

Chain of Command Responsibility - to effect above operation in event it becomes necessary.

3. Evacuation to Relocation Site:

Personnel scheduled to report to the relocation site for assignment to duty number 519. Material necessary for emergency operation has been designated and set aside at the Seat of Government for removal to relocation site. The relocation site is such that emergency supplies from the college stock will be available upon arrival.

Chain of Command Responsibility - additional office supplies and equipment will be obtained from other field divisions as the circumstances require.

4. Communication:

Telephone and teletype facilities are installed at the relocation site but are not connected. Radio equipment is stored at the college site and at the Newton D. Baker Veterans' Hospital, Martinsburg, West Virginia, for installation when necessary. Micro-wave terminal facilities are established in the vicinity of the site to connect with similar installations of other key critical agencies. Investigative reports affecting the nation's security will be transmitted to the relocation site over the Bureau's radio network facilities whenever and wherever wire communications are available.

Chain of Command Responsibility - qualified FBI technicians shall be obtained from other field divisions as the situation requires.

5. Vital Records:

The reproduction and dispersal of vital records (personnel fingerprints, personnel administrative data, payroll, emergency detention list) have been completed. These records are maintained under the supervision of the Special Agent in Charge of the FBI Office located at 1010 Federal Office Building, Omaha, Nebraska.



6. General Plan of Operation at Relocation Site:

The Bureau will operate 24 hours a day, 7 days a week.  
Liaison will be carried on with the [redacted]

b7E

[redacted]  
Special Agents regularly assigned liaison duties with these agencies will operate directly from the agencies' relocation sites in event of an emergency. This will provide for close Bureau contact with sensitive agencies of the Government.

7. Successor Designated to the Director, FBI:

C. A. Telson, Associate Director  
D. M. Ladd, Assistant to the Director  
L. B. Nichols, Assistant to the Director  
Thru Assistant Director at the Seat of Government (6)  
E. J. Connelley, Assistant Director in Charge of Field Service, New York City  
SAC L. V. Boardman, New York City  
SAC J. E. Malone, Los Angeles

E. APPREHENSION AND RETENTION OF PERSONS CONSIDERED POTENTIALLY DANGEROUS TO THE NATIONAL DEFENSE AND PUBLIC SAFETY OF THE UNITED STATES:

The Attorney General, by memorandum dated April 27, 1953, authorized the Director of the Federal Bureau of Investigation to implement the Emergency Detention Program under conditions of a surprise attack making it impossible for the President to issue a proclamation delegating appropriate authority to the Attorney General. By virtue of successor designated to the Director this authority shall repose with the Bureau official in the chain of command responsible for effectuating relocation site plans to provide for continuity of essential activities of the Bureau during an initial emergency.

Assistant Director E. J. Connelley  
New York Office  
Director, FBI

February 12, 1954

PERSONAL AND CONFIDENTIAL

WAR PLANS  
EMERGENCY RELOCATION SITE  
FOR FBI HEADQUARTERS OPERATION

Revisions which affect the basic document submitted to you under date of June 3, 1953, are being called to your attention. These revisions should be incorporated into the basic document immediately. I wish to again point out that the contents of this document must be fully understood at all times in order that you can efficiently carry out the plans for the activation of the site in the event that becomes necessary during a national emergency. The duties involved in this respect must, of necessity, be maintained in the strictest confidence at all times.

The following revisions are set forth under the same paragraph outline utilized in the basic document:

A. EMERGENCY FIELD CHAIN OF COMMAND FOR RELOCATION SITE OPERATIONS:

In the event that activation of relocation site plans by FBI officials located outside of Washington, D. C., becomes necessary the following field chain of command shall be adhered to as far as is practical under existing circumstances:

1. Assistant Director E. J. Connelley
2. Special Agent in Charge J. F. Malone
3. Special Agent in Charge R. J. Abbaticchio

D. FBI RELOCATION PLAN:

4. COMMUNICATION:

Telephone and teletype facilities are installed at the relocation site but are not connected. Radio equipment is stored at the college site and at the Newton D. Baker Veterans' Hospital, Martinsburg, West Virginia, for installation when necessary. The microwave station, located approximately one-half mile from the relocation site, has been installed and can be used to communicate with other sensitive government agencies in the network. Investigative matters affecting the Nation's security will be transmitted to the relocation site over radio network facilities whenever and where communications are unavailable.

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FBI - LOS ANGELES	

*gn*

cc SAC, Los Angeles  
SAC, Philadelphia

Assistant Director E. J. Connelley

5. VITAL RECORD REPRODUCTION AND DISPERSAL:

The reproduction of vital records has been specifically delegated to the Special Agent in Charge of the FBI Division located at 1104 Sterick Building, Memphis 3, Tennessee. The dispersal of vital records has been completed. These records are maintained in a current status and are under the supervision of the Special Agent in Charge of the FBI Division located at 445 Federal Building, Little Rock, Arkansas.

7. SUCCESSOR DESIGNATED TO THE DIRECTOR, FBI:

C. A. Tolson, Associate Director  
L. B. Nichols, Assistant to the Director  
L. V. Boardman, Assistant to the Director  
Through six Assistant Directors at the Seat  
of Government  
E. J. Connelley, Assistant Director in Charge  
of Field Service, New York  
SAC J. P. Malone, Los Angeles  
SAC E. J. Abbatiscchio, Philadelphia

## Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director ✓

DATE: 6/24/54

FROM : Executives Conference

SUBJECT: EVACUATION OF BUREAU RECORDS

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

PROBLEM:

The Training & Inspection Division is desirous of keeping those records which must be evacuated to the emergency relocation center to a bare minimum and at the same time have data available for reconstruction of FBI policies and procedures for use after an extreme emergency.

There are maintained in the Training & Inspection Division master copies of all Bureau Manuals, Bureau Bulletins since 1/1/43, copies of SAC Letters since 1/1/44, lecture outlines used in the training of FBI personnel, before the National Academy and in field police schools, and copies of Executives Conference memoranda since 1/1/45.

Manuals

Generally speaking, all Bureau personnel are responsible for the manuals in their possession at the time of an emergency. Instructions have been issued that manuals should be evacuated or destroyed so as not to fall into enemy hands. Copies of all manuals except the following are maintained in all Bureau field offices: (a) Seat of Government Stenographers' Manual, (b) Seat of Government Supervisors' Manual, (c) Seat of Government Employees' Handbook, (d) Seat of Government form books (9 volumes approximating 2,000 pages).

All manuals, both in the field and at the Seat of Government, are kept current by manual revisions which are issued periodically. Therefore there appears to be no reason to evacuate the master copy of a manual in preference to any other manual. It is believed, however, that one copy of each of the three manuals listed above and the form books which are available only at the Seat of Government should be dispatched to the Bureau's record repository at Little Rock for use in an emergency or subsequent thereto.

cc - Mr. Sizoo  
 Mr. Harbo

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EX-123

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### Bureau Bulletins and SAC Letters

Copies of SAC Letters since 1/1/44 consisting of approximately 9,760 pages, and an estimated 3,200 pages of Bureau Bulletins dated from 1/1/43 are maintained in the Training & Inspection Division. Current instructions to field offices are that SAC Letters and Bureau Bulletins may be destroyed if of no value after they have become three years old. Therefore, these records could be reconstructed from field office files only with difficulty.

Mr. P. F. O'Connell of the Records Section advised that the file of Bureau Bulletins maintained in the Records Section date from 12/1/19 and that the Records Section SAC Letters date from 9/30/20. It is believed that these records should be microfilmed at this time and the microfilm dispatched to the Little Rock Office for safekeeping. It is further believed that for the duration of the emergency that additions of these records should be microfilmed each six months and the microfilm dispatched to the Little Rock Office so that in the event of an expeditious evacuation it would be unnecessary to evacuate these files.

Mr. O'Connell has advised that to microfilm the Bureau Bulletins now on record in Records Section would cost approximately \$118.13; to microfilm the SAC Letters in Records Section would cost \$318.97. He has further estimated that if only the SAC Letters and Bureau Bulletins on file in the Training & Inspection Division were microfilmed, it could be done for approximately \$72.60. Mr. O'Connell has advised that these estimates include labor, film and rental of equipment; that the equipment is now available as is the personnel to perform the work.

### Memoranda to all Bureau Officials

The Records Section maintains a file of all memoranda to all officials at the Seat of Government dating from 5/18/25. Mr. O'Connell estimates that these memoranda can be microfilmed for \$34.13. It must be pointed out that the Bureau Bulletins and SAC Letters maintained in the Training & Inspection Division since 1/1/43 and 1/1/44 respectively also include the memoranda to all Bureau Officials.

It is believed that these memoranda should be microfilmed to preserve them for use after an extreme emergency at Seat of Government.



### Executives Conference Memoranda

There are maintained in the Training & Inspection Division approximately 10,800 pages of copies of Executives Conference memoranda dated from 1/1/45, most of which do not contain the notations of Bureau officials. The Records Section has maintained a file of the yellow copies of Executives Conference memoranda since 1/12/29. This file now contains 11,430 serials, most of which contain the comments of the Director.

Mr. O'Connell of the Records Section estimates that these Executives Conference memoranda can be microfilmed for approximately \$7.60 per thousand and that the entire file maintained in the Records Section could be microfilmed for approximately \$87.00. It is believed that the yellow copies of the Executives Conference memoranda now maintained by Records Section should be microfilmed for use in the event of an extreme emergency and the period following thereafter.

Thus it is seen that Bureau Bulletins since 12/1/19, SAC Letters since 9/30/20, Memoranda to all Bureau Officials since 5/18/25 and Executives Conference memoranda since 1/12/29 could be microfilmed and preserved in the Bureau's records repository at Little Rock for an estimated \$558.23. However, the Bureau Bulletins since 1/1/43, SAC Letters since 1/1/44 which include memoranda to all officials at the Seat of Government, could be microfilmed for approximately \$72.60. The Executives Conference memoranda since 1/1/45 could be microfilmed for an estimated \$60.48.

### Lecture Outlines

There is maintained in the Training & Inspection Division a master copy of each outline used in the training of FBI personnel, before the FBI National Academy, and in conducting field police training schools. It is estimated that these outlines total 33,650 pages of typed material.

Mr. O'Connell of the Records Section, after viewing the lecture outlines in question, has estimated that they could be microfilmed for \$ .0112 per page, or an estimated cost of \$377.00 to microfilm the master copy of these essential training outlines. It must be pointed out that these lecture outlines are not present any place else in the Bureau; they have been built up over a period of years and are considered essential to conduct FBI training. It has been ascertained that a vast majority of these lecture outlines do not change very often and that by microfilming the outlines at this time they would be available for use elsewhere in the event the Justice Building and the records maintained therein are destroyed.

Executives Conference Consideration;

EDM:ATN

Present at the Executives Conference 6/24/54 were Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Boardman, Belmont, Rosen, McGuire, and Mason.

The minority of the Conference, Mason, felt that the Bureau's training outlines involving lectures to Agent and clerical schools, field police lectures, and related documents which have taken years to amass, and which are not duplicated elsewhere, should be microfilmed at a cost of \$377.00.

The minority also felt that not only from the historical standpoint, but as an aid in reconstructing the Bureau after an emergency, assuming that most of our records and employees have been destroyed, that we should now microfilm Bureau Bulletins issued since 1919 (cost - \$118.13); SAC Letters since 9/30/20 (cost - \$318.97); memoranda in bulletin form issued to All Bureau Officials and Supervisors which date back to 5/18/25 (cost - \$34.13); Executives Conference memoranda which date back to 1/12/29 (cost - \$87.00). Minority recommends that such microfilm be sealed and stored at the Little Rock Office, where other vital records are currently stored.

The majority of the Conference, Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Boardman, Belmont, Rosen, and McGuire, felt there was no need to engage in this micro-filming program; that the documents are not essential to the reconstruction of the Bureau; that SAC Letters and Bureau Bulletins are on file in field offices for at least three years and the more important ones are probably on file for a longer period. The majority was opposed to all proposals.

✓

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

FROM : Executives Conference

DATE: 7/13/54

SUBJECT: WAR PLANS *General*  
*SPT-2 For S. 046*

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

Present at the Executives Conference July 12, 1954, were Messrs. Tolson, Mohr, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, Nichols, and Mason.

It was pointed out to the Conference that the Training and Inspection Division has the responsibility for supervising field war plans and for generally coordinating FBI war plans as a whole. However, at the Seat of Government, until Mr. Glavin's retirement, he had the responsibility for all matters relating to evacuation to Shepherdstown, movement of Seat of Government personnel to Shepherdstown, movement of equipment, files, etc., to Shepherdstown. Subsequent to Glavin's retirement, Parsons of the Laboratory was designated coordinator of evacuation with the same responsibilities formerly held by Glavin.

In order to effect a more unified control, the Conference unanimously felt that there should be centralized direction of war planning. It was felt that this would fix responsibility, prevent duplication, and possibly result in a measure of streamlining.

The Conference unanimously recommends that the Training and Inspection Division serve as general coordinator of all war planning, field and Seat of Government, and that the Training and Inspection Division fix responsibility on other Seat of Government divisions for individual aspects of war planning and evacuation and follow through to see that those divisions handle their individual war planning and evacuation responsibilities.

For example, under centralized supervision in the Training and Inspection Division, it will still be the responsibility of the Administrative Division to provide trucks to transport files and equipment to Shepherdstown; it will still be the responsibility of the Records and Communications Division to accumulate its files and get them to the loading platform for evacuation; it will still be the responsibility of Domestic

cc: Mr. Sizoo  
 Mr. Harbo

EDM:ATN

RECORDED-39

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68 JUL 28 1954

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CL-104  
 3-1-8  
 5-1-8  
 2-1-8

2-1-8  
 2-1-8

Copy filed in 64-2554-

*Memorandum to Mr. Tolson*

*Intelligence Division to have the Security Index available for evacuation as needed, etc.*

*If this is approved, Training and Inspection Division will immediately commence a review of the evacuation aspects relating to the Seat of Government and will place on record any indication of loopholes in prior planning, as well as recommended action to plug those loopholes, and will endeavor to serve as general war plans coordinator. Under this thinking, the title "Coordinator of Evacuation" will be abolished.*

*MM.  
7-15*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: July 12, 1954

FROM : D. J. PARSONS P

SUBJECT: ○ BUREAU WAR PLANS  
EMERGENCY RELOCATION SITE

H-1470.4.1.12 For J.D.G.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Glavin's memorandum of May 20, 1954, was approved designating me to take over his responsibilities in connection with liaison and arrangements with Shepherd College at Shepherdstown, West Virginia, the Bureau's emergency relocation site. On June 30, 1954, I visited [redacted] with whom I have had a number of previous discussions concerning the Bureau's emergency arrangements. [redacted] advised me that he was leaving for an extended tour of Europe today, July 12, and would not return to Shepherdstown until approximately September 1, 1954. I assured [redacted] that the arrangements which he had made for us had been most satisfactory and though I anticipated no problems, I would like to know who would be acting in his absence whom we could contact if absolutely necessary. [redacted] told me that no one to his knowledge in Shepherdstown, other than himself, knew of Bureau arrangements. He has now advised me that he has informed [redacted] who is the business manager of the College, that certain arrangements have been made with the school in the interests of national defense. He said that he told [redacted] nothing of the details other than that the room in the basement was committed and not to be disturbed by anyone, and that if any action were necessary on his part, he would be contacted by the Federal Agency concerned.

b6  
b7C

[redacted] told me that in his absence he wanted us to feel free to continue as we had done in the past and it was not necessary to contact his office or [redacted] if we wanted access to the room in the basement to which we have a key. He mentioned that on one occasion he recalled our having to come to his home to get a key to the Administration Building proper in order to get to the room made available to us. He loaned me his building key from which I have had two copies made and I have since returned his key to him.

b6  
b7C

While in Shepherdstown I looked at the room in the basement where our switchboard is connected to the telephone cable but there are, of course, no instruments running from the switchboard to the various offices in the building. Teletype machines are installed and ready for operation and the room was in good order. I also visited the microwave station which is ready but unable to communicate with any of the other sensitive agencies because their microwave facilities are not yet operating. On a prior visit I noted the construction of the new men's dormitory was progressing and on this visit found that the building has been completed. It is an excellent structure with accom-

DJP/mek 23952

Mr. Mohr EX. - 104

RECORDED-39

66-17381-315  
JUL 19 1954

*Memo to Mr. Tolson 7/12/54*  
*Re: Bureau War Plans; Emergency Relocation Site*

*modations for 150 men. For the most part there are two beds to a room and on an emergency basis this capacity could be increased at least 50 per cent.*

*ACTION: None. For information.*

A handwritten signature, possibly "JA", in cursive script.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI  
Att: Training and Inspection Division  
FROM : E. J. CONNELLEY, Assistant Director  
New York

DATE: 7/16/54

SUBJECT: WAR PLANS *Auxiliary space For S.O.G.* ~~PERSONAL AND CONFIDENTIAL~~

Re Bureau memo 6/24/54, there are enclosed herewith the following communications and enclosures as to the above:

- (1) Bureau memo 6/24/54 to E. J. CONNELLEY.
- (2) Bulet 2/12/54 to E. J. CONNELLEY.
- (3) CCBulet 7/3/53 to SAC JOHN F. MALONE.
- (4) Bulet 6/8/53 to E. J. CONNELLEY with 2 enclosures.
- (5) Bureau memo 10/17/50 re Bureau War Plans.
- (6) No Number SAC Letter re Bureau War Plans Survey, 10/13/50.
- (7) SAC Letter No. 108, Series 1948, dated 7/27/48.

## Ends

EX-123

DED-851

66-17281-316

EJC:HC

28



United States Department of Justice  
Federal Bureau of Investigation  
Washington 25, D. C.

IN REPLY, PLEASE REFER TO  
FILE NO. \_\_\_\_\_

June 24, 1954

PERSONAL AND ~~CONFIDENTIAL~~

MEMORANDUM FOR MR. E. J. CONNELLEY:

Re: WAR PLANS

It will be appreciated if you will return to the Training and Inspection Division any data that you may have in connection with the war plans of the Bureau and the chain of command, inasmuch as your retirement is necessitating a revision in this planning.

Very truly yours,

*J. Edgar Hoover*  
John Edgar Hoover  
Director

SEARCHED.....	INDEXED.....
SERIALIZED.....	FILED.....
JUN 28 1954	
FBI - NEW YORK	

100-17381-316



# Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director E. J. Connelley  
New York Office  
FROM : Director, FBI

DATE: February 12, 1954

PERSONAL AND CONFIDENTIAL

SUBJECT: WAR PLANS  
EMERGENCY RELOCATION SITE  
FOR FBI HEADQUARTERS OPERATION

Revisions which affect the basic document submitted to you under date of June 3, 1953, are being called to your attention. These revisions should be incorporated into the basic document immediately. I wish to again point out that the contents of this document must be fully understood at all times in order that you can efficiently carry out the plans for the activation of the site in the event that becomes necessary during a national emergency. The duties involved in this respect must, of necessity, be maintained in the strictest confidence at all times.

The following revisions are set forth under the same paragraph outline utilized in the basic document:

A. EMERGENCY FIELD CHAIN OF COMMAND FOR RELOCATION SITE OPERATIONS:

In the event that activation of relocation site plans by FBI officials located outside of Washington, D. C., becomes necessary the following field chain of command shall be adhered to as far as is practical under existing circumstances:

1. Assistant Director E. J. Connelley
2. Special Agent in Charge J. F. Malone
3. Special Agent in Charge R. J. Abbaticchio

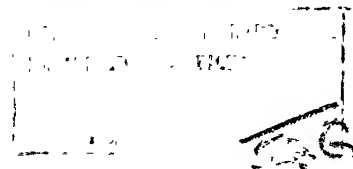
D. FBI RELOCATION PLAN:

4. COMMUNICATION:

Telephone and teletype facilities are installed at the relocation site but are not connected. Radio equipment is stored at the college site and at the Newton D. Baker Veterans' Hospital, Martinsburg, West Virginia, for installation when necessary. The microwave station, located approximately one-half mile from the relocation site, has been installed and can be used to communicate with other sensitive government agencies in the network. Investigative matters affecting the Nation's security will be transmitted to the relocation site over the Bureau's radio network facilities whenever and wherever wire communications are unavailable.

cc - SAC, Los Angeles  
SAC, Philadelphia

66-17571-316



Assistant Director E. J. Connelley

5. VITAL RECORD REPRODUCTION AND DISPERSAL:

The reproduction of vital records has been specifically delegated to the Special Agent in Charge of the FBI Division located at 1104 Sterick Building, Memphis 3, Tennessee. The dispersal of vital records has been completed. These records are maintained in a current status and are under the supervision of the Special Agent in Charge of the FBI Division located at 445 Federal Building, Little Rock, Arkansas.

7. SUCCESSOR DESIGNATED TO THE DIRECTOR, FBI:

G. A. Tolson, Associate Director  
L. B. Nichols, Assistant to the Director  
L. V. Boardman, Assistant to the Director  
Through six Assistant Directors at the Seat  
of Government  
E. J. Connelley, Assistant Director in Charge  
of Field Service, New York  
SAC J. F. Malone, Los Angeles  
SAC R. J. Abbaticchio, Philadelphia

July 3, 1953

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 4/26/2010~~CONFIDENTIAL~~  
~~CONFIDENTIAL~~

Mr. John F. Malone  
Federal Bureau of Investigation  
Los Angeles, California

Dear Mr. Malone:

I am enclosing herewith a copy of a communication which has been addressed to Assistant Director E. J. Connelley concerning the Bureau's war plans and the emergency relocation site for the FBI headquarters.

There is also enclosed herewith a statement concerning information regarding emergency relocation plans for continuity of essential functions of the FBI outside of Washington, D. C.

For your information, you have been designated third in the chain of command in the field service replacing SAC R. D. Hood who recently resigned.

You should thoroughly familiarize yourself with the information contained in the attached documents so that in the event it becomes necessary for you to assume command you will be thoroughly familiar with the plans already perfected by the Bureau for continuity of operations of essential functions of the Bureau outside of Washington, D. C.

Sincerely yours,

*J. Edgar Hoover*  
John Edgar Hoover  
Director

Enclosures

CC: Assistant Director E. J. Connelley  
Philadelphia (PAC)  
SAC Boardman, New York (PAC)

SEARCHED	INDEXED
SERIALIZED	FILED
JUL 8 - 1953	
FBI - PHILADELPHIA	

66-17381-316

Enclosure

~~TOP SECRET~~  
SECURITY INFORMATION

# Office Memorandum • UNITED STATES GOVERNMENT

TO : E. J. Connelley, Assistant Director

DATE: June 8, 1953

FROM : Director, FBI

SUBJECT: WAR PLANS  
EMERGENCY RELOCATION SITE  
FOR FBI HEADQUARTERS

~~Downgraded to  
SECRET  
per 60324 UC BAW  
SAB/ML  
4/8/10~~

The information contained in this communication is to be held in strict confidence. No copies or parts thereof shall be made, nor is this communication to be shown to anyone without specific authority of the Director of the Federal Bureau of Investigation.

The White House has approved an emergency relocation site to provide for continuity of essential activities of the Bureau in the event of attack, or in anticipation of attack, upon the Washington, D. C., area. These plans were formulated in cooperation with the Ad Hoc (special temporary committee) Committee on Alert Planning, Executive Office of the President, Office of Defense Mobilization. This Committee also assisted in formulating plans for other key critical agencies, namely: [REDACTED]

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The FBI, together with other key critical agencies, is considered to be a sensitive function of the Government and it is the desire of the President that adequate plans be approved now to provide for:

1. Immediate emergency relocation of the FBI at a site relatively near to the President outside of the Washington area in the event of attack or in anticipation of attack;
2. That maximum consideration of emergency operations be carried forth by a limited force of key headquarters personnel designated to keep the most essential functions of the FBI in operation during the first few weeks or months of an emergency and until more adequate staff and facilities can be provided.

Activation of our short-term plan will be effected by personnel working and living in the Washington area. The President desires that the emergency planning should preclude any assurance that advance warning can be given concerning the possibility of a

Attachment

66-17381-316

CC: SAC L. V. Boardman, New York

CC: SAC R. B. Hood, Washington Field Office

~~TOP SECRET~~ - SECURITY INFORMATION

~~TOP SECRET~~  
SECURITY INFORMATION

very heavy surprise attack at which time personnel working and living in Washington at the time might not be available for the adequate staffing of our relocation functions. Therefore, it is essential that planning for continuity of operations, even on a short-term emergency basis, include alternate provisions for supervisors and staffing our relocation site from FBI sources outside of Washington. The attached instructions should be fully understood in order that efficient activation can be effected by you in the event of a national emergency.

- 2 -

~~TOP SECRET~~ - SECURITY INFORMATION

~~TOP SECRET~~  
SECURITY INFORMATION

INFORMATION CONCERNING EMERGENCY RELOCATION PLANS  
FOR CONTINUITY OF ESSENTIAL FUNCTIONS OF THE FBI  
OUTSIDE OF WASHINGTON, D. C.

A. EMERGENCY FIELD CHAIN OF COMMAND FOR RELOCATION SITE OPERATIONS:

In the event that activation of relocation site plans by FBI officials located outside of Washington, D. C., becomes necessary the following field chain of command shall be adhered to as far as is practical under existing circumstances:

1. Assistant Director E. J. Connelley
2. Special Agent in Charge L. V. Boardman
3. Special Agent in Charge R. B. Hood.

B. ACTIVATING FBI PLANS BY FIELD CHAIN OF COMMAND:

In the absence of prior notification the field chain of command, in the order mentioned above, will immediately, upon knowledge that the Washington area has been under a heavy surprise attack and destruction is wide-spread, be responsible for activating FBI relocation site plans.

C. STAFFING RELOCATION SITE

Additional Bureau personnel shall be obtained from the field divisions as replacements for key headquarters employees (519) scheduled to staff the site who as a result of a surprise attack on Washington, D. C., are unable to report for assignment to scheduled duty.

D. FBI RELOCATION PLAN

1. Site Identification:

Shepherd College, Shepherdstown, West Virginia, telephone 2241 - 3711 (see attached map depicting routes between Washington, D. C., and Shepherdstown, West Virginia)

2. Timing and Movement:

[REDACTED] President of Shepherd College, will be telephonically advised concerning immediate need for occupation of the college in order that he can effect and arrange plans to evacuate the college staff and student body. The Assistant Director in Charge of Evacuation (W. R. Glavin) will depart immediately to coordinate setting up operations at the college.

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66-17361-316  
~~TOP SECRET~~  
SECURITY INFORMATION

~~TOP SECRET~~  
SECURITY INFORMATION

2. (continued)

Chain of Command Responsibility - to effect above operation in event it becomes necessary.

3. Evacuation to Relocation Site:

Personnel scheduled to report to the relocation site for assignment to duty number 519. Material necessary for emergency operation has been designated and set aside at the Seat of Government for removal to relocation site. The relocation site is such that emergency supplies from the college stock will be available upon arrival.

Chain of Command Responsibility - additional office supplies and equipment will be obtained from other field divisions as the circumstances require.

4. Communication:

Telephone and teletype facilities are installed at the relocation site but are not connected. Radio equipment is stored at the college site and at the Newton D. Baker Veterans' Hospital, Martinsburg, West Virginia, for installation when necessary. Micro-wave terminal facilities are established in the vicinity of the site to connect with similar installations of other key critical agencies. Investigative reports affecting the nations' security will be transmitted to the relocation site over the Bureau's radio network facilities whenever and wherever wire communications are available.

Chain of Command Responsibility - qualified FBI technicians shall be obtained from other field divisions as the situation requires.

5. Vital Records:

The reproduction and dispersal of vital records (personnel fingerprints, personnel administrative data, payroll, emergency detention list) have been completed. These records are maintained under the supervision of the Special Agent in Charge of the FBI Office located at 1010 Federal Office Building, Omaha, Nebraska.

~~TOP SECRET~~  
SECURITY INFORMATION

6. General Plan of Operation at Relocation Site:

The Bureau will operate 24 hours a day, 7 days a week.  
Liaison will be carried on with [REDACTED]

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[REDACTED]  
Special Agents regularly assigned liaison duties with these agencies will operate directly from the agencies' relocation sites in event of an emergency. This will provide for close Bureau contact with sensitive agencies of the Government.

7. Successor Designated to the Director, FBI:

C. A. Tolson, Associate Director  
D. M. Ladd, Assistant to the Director  
L. B. Nichols, Assistant to the Director  
Thru Assistant Director at the Seat of Government (6)  
E. J. Connelley, Assistant Director in Charge of Field Service, New York City  
SAC L. V. Boardman, New York City  
SAC R. B. Hood, Washington Field Office

E. APPREHENSION AND DETENTION OF PERSONS CONSIDERED POTENTIALLY DANGEROUS TO THE NATIONAL DEFENSE AND PUBLIC SAFETY OF THE UNITED STATES:

The Attorney General, by memorandum dated April 27, 1953, authorized the Director of the Federal Bureau of Investigation to implement the Emergency Detention Program under conditions of a surprise attack making it impossible for the President to issue a proclamation delegating appropriate authority to the Attorney General. By virtue of successor designated to the Director this authority shall repose with the Bureau official in the chain of command responsible for effectuating relocation site plans to provide for continuity of essential activities of the Bureau during an initial emergency.





UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

October 17, 1950

PERSONAL ATTENTION  
~~STRICTLY CONFIDENTIAL~~  
WASHINGTON 25, D. C.

MEMO FOR MR. HOOVER  
TOLSON  
Clegg  
~~CONNELLY~~  
~~GLAVIN~~  
HARBO  
~~LADD~~  
NICHOLS  
ROSEN  
TRACY  
BAUMGARDNER

BELMONT  
BOWLES  
CALLAHAN  
CALLAN  
~~CARLSON~~  
CONRAD  
DOWNING  
EDWARDS, H. L.  
~~EGAN~~  
HARGETT  
HENNRICH  
HOLLOMAN

JONES, M. A.  
KEAY  
LAUGHLIN  
LEONARD  
~~LONG~~  
McGUIRE  
McINTIRE, F. H.  
McINTIRE, K. R.  
MOHR  
~~NAUGHTEN~~  
~~NEASE~~

NEWBY  
PARSONS  
~~PENNINGTON~~  
RENNBERGER  
ROGERS  
SIZOO  
SLOAN  
STANLEY  
TAMM, Q.  
WALKART  
WINTERROWD

RE: BUREAU WAR PLANS  
SURVEY - SEAT OF GOVERNMENT

Reference is made to the memorandum to Bureau officials dated August 24, 1950, captioned Bureau War Plans. To clarify any questions as to the division at the Seat of Government responsible for the handling or planning of any particular phase of the Bureau War Plans, the following divisions are responsible for the matters hereinafter indicated:

TRAINING AND INSPECTION DIVISION

1. Firearms training for the Security Patrol, both in the Identification Division Building and in the Justice Building. The referenced memorandum provides "The present security patrol should be armed with side arms after a minimum of training and will continue in their patrol duties." This is under War Phase (Plan WB). It is desired that at this time training in the use of the Bureau's side arms be given to the Security Patrol, both in the Identification Division Building and the Justice Building. If during the course of the firearms training it is determined that any one of the present Security Patrol is incapable of using the Bureau's side arms, appropriate replacements should be made by the Administrative Division.

ADMINISTRATIVE DIVISION

1. Obtaining and installation of blackout equipment, helmets and gas masks.

2. Under War Phase (Plan WB), the referenced memorandum provides "Armed Special Agents should immediately be dispatched from the Washington Field Office to guard the Director and provide continuous 24-hour protection to him." It should be the responsibility of the Administrative Division to appropriately advise the Washington Field Office when this is to be placed into effect.

3. Enlarge the present pass system. The Administrative Division should study and make appropriate recommendations concerning this phase of the Bureau's War Plans.

100-17381-316

4. Additional check points with a guard should be established at various floors, corridor entrances and elevator banks where confidential records are maintained or activities are in progress, such as the Records Section, the Laboratory, the Espionage Section, Communications Section, Internal Security Section and the Director's Office. This function is included under War Phase (Plan WB). Appropriate plans should be made by the Administrative Division.

5. Auxiliary headquarters. The Administrative Division is charged with the initial responsibility of providing for auxiliary headquarters for the Bureau.

#### RECORDS AND COMMUNICATIONS DIVISION

1. Gasoline and fuel oil for radio station.

2. A plant security survey should be conducted at the radio station (Clinton and Waldorf, Maryland) and whatever protective devices, such as fences, appear necessary should be procured.

3. Discontinuation of tours at the Seat of Government, under War Phase (Plan WB). If this phase is put into effect, the Records and Communications Division should take appropriate action to discontinue tours.

4. A teletype machine, Type No. 19, which is an automatic tape machine capable of handling a larger volume of traffic should be installed at the Waldorf radio station.

#### SECURITY DIVISION

1. Alternate codes for use particularly with our foreign attaches should be prepared and forwarded to all Legal Attaches.

2. When War Phase (Plan WB) is placed into effect, the Security Division shall advise all offices.

3. When the Detcom Program is to be put into effect, the Security Division shall give appropriate instructions to all field offices.

4. The Security Division has the responsibility under the Detcom Program of determining which confidential national defense informants should be apprehended with other Security Index subjects, and which confidential national defense informants should be scheduled to testify at the hearings against the detainees.

5. The Security Division has the responsibility of making appropriate recommendations concerning the transfer of Agents on special temporary assignments to effectively handle the Detcom Program.

6. A complete list of the individuals investigated under the Loyalty Program and other type applicant programs, who were found to present a security risk and who were retained in government service, should be prepared at this time. This list should be referred to the Attorney General for his information when War Phase (Plan WB) is placed into effect.

7. A complete list of individuals investigated under the Atomic Energy Program who present a security risk and who are still employed by Atomic Energy facilities should be prepared at this time. When War Phase (Plan WB) is placed into effect, this list should be referred to the Attorney General with appropriate recommendations.

#### LABORATORY

1. A survey should be made at this time to determine the availability of emergency power for the office installations. All divisions at the Seat of Government should be contacted by the Laboratory to determine what equipment requiring emergency power is utilized in the various divisions. Consideration should also be given to some means of lighting not requiring electric wiring.

2. Appropriate study and recommendations should be given concerning the purchasing and utilizing of scrambling devices or other similar equipment. Secret ink should be prepared and facilities established for making secret ink examinations.

3. Study and appropriate recommendations should be made concerning the necessity of increasing our facilities for cryptanalyst examinations.

4. Consideration should be given and recommendations made concerning the obtaining of an emergency generator for the CW emergency station located in Room 4642.

5. Consideration should be given and recommendations made for alternate CW radio stations for the Seat of Government and San Diego should these principal stations and relay points be incapacitated.

6. Consider and make recommendations for alternate radio equipment to be available for at least the strategic field offices in the event of bombing or evacuation.

#### RESPONSIBILITY OF ALL DIVISIONS AT THE SEAT OF GOVERNMENT

All divisions at the Seat of Government must make full and detailed plans concerning all other matters set forth in the referenced memorandum. These plans at present may be limited to War Phase (Plan WA) and (Plan WB). These plans should be worked out in detail, reduced to writing, and submitted to me within two weeks after the receipt of this memorandum. It should be apparent to all officials at the Seat of Government the imperative necessity of adequately planning for these possible emergencies to insure that the work of the Bureau may continue as effectively as possible under whatever circumstances may exist.

Very truly yours,

John Edgar Hoover

Director



Code - 100 - 1950  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

NO NUMBER  
SAC LETTER

In Reply, Please Refer to  
File No.

(October 13, 1950)

~~PERSONAL AND CONFIDENTIAL~~

WASHINGTON 25, D. C.

MEMO FOR MR. HOOVER	BROWN, B. C.	HOLLOMAN	NEASE
TOLSON	CALLAHAN	JONES, M. A.	PARSONS
CLEGG	CALLAN	KEAY	PENNINGTON
CONNELLEY	CARLSON	LAUGHLIN	PONTZ
GLAVIN	CONRAD	LEONARD	RENNEBERGER
HARBO	DOWNING	LONG	ROGERS
LADD	EDWARDS, H. L.	McGUIRE	SCOTT
NICHOLS	EGAN	McINTIRE, F. H.	SIZOO
ROSEN	FEENEY	McINTIRE, K. R.	TAMM, Q.
TRACY	GEARTY, G.	MOBLEY	WAIKART
BAUMGARDNER	HARGETT	MOHR	AND SUPERVISORS
BELMONT	HENNRICH	NANNA	
BOWLES		NAUGHTEN	

(A) BUREAU WAR PLANS SURVEY -- All Special Agents in Charge should certainly be cognizant of the importance and imperative necessity of making appropriate plans at this time in contemplation of possible emergencies to insure that all phases of the Bureau's work and its responsibilities function properly. Previous instructions have been sent to all offices concerning Bureau War Plans. Surveys in some Field Offices and a review of information submitted to the Bureau indicate a variation in interpretation and the extent of planning by the Field. To effect uniformity so far as practical and to insure adequate planning, it is desired that all offices reconsider their present plans in accordance with instructions previously issued and those hereinafter set forth. The Bureau desires to have concise, but adequately detailed plans from each office. It is also desired that the information submitted be set forth in the same chronological order and under the same headings as in this SAC Letter to insure appropriate filing and coordination of the information at the Seat of Government. By Field Offices giving appropriate attention to this matter, it will be possible to have in this one document the full and complete War Plans of each Field Office of the Bureau. Immediate attention should be given to this survey and the detailed War Plans submitted to the Bureau within two weeks after the receipt of this letter. These plans should be mimeographed and five copies submitted to the Bureau. Adequate copies should be retained in the Field Office to insure that a copy is readily available to each person named in the chain of command of the Field Office and for any other contemplated use. Hereafter, when any information is submitted to the Bureau, questions raised or suggestions forwarded in connection with any of the Bureau War Plans, the communication should be appropriately captioned under one of the major headings hereinafter set forth. The matters to be covered in this survey, even though previously submitted to the Bureau, should be set forth under the following headings and each major heading should begin on a new page, which will permit the division of the report at the Seat of Government and facilitate filing.

#### A. MISCELLANEOUS EQUIPMENT

A thorough analysis should be made of all supplies required to insure that each office is adequately prepared for an emergency. Good judgment must of course be used in resolving this matter and supplies should not be requisitioned or ordered promiscuously. The adequacy of supplies and the steps taken to obtain them should be set forth, together with a statement as to whether the equipment or material has been received or whether it is being requisitioned or ordered. The various problems which might be anticipated in connection with apprehensions under the DETCOM Program should be carefully considered in analyzing the adequacy of your present equipment and supplies.

1. Medical Supplies
2. Ammunition
3. Tear Gas
4. Firearms
5. Handcuffs
6. Blackjacks
7. Fire Extinguishers
8. Blackout Equipment for Office Space
9. Other Supplies

#### B. AUTOMOTIVE EQUIPMENT

An analysis of the adequacy of all types of automotive equipment should be made and set forth under the sub-headings indicated. The adequacy of the automotive equipment and the steps taken to obtain it if needed should be set forth, together with a statement indicating that the equipment has either been received, requisitioned or ordered.

1. Automobiles - We are limited to 2,300 cars, have more than 4,000 Agents, and we cannot have a car for each Agent. We are limited to spending a maximum of \$1,400 for an automobile; as a result, we cannot get up into the large car field.
2. Tires
3. Batteries
4. Blackout Equipment for Autos - This equipment is being sent by the Bureau to the field offices. Indicate if received.

5. Gasoline Supply

In the event of failure of electricity and inability to operate pumps, it is suggested that, if a Field Office has difficulty in making suitable arrangements for this emergency supply of gasoline, consideration be given to the purchase of a few portable hand pumps to meet this requirement.

6. Protection of Automobiles

Plans should be made to insure that the Bureau's automotive equipment is adequately protected in the event of an emergency. If it appears that the security of Bureau automobiles could not be insured by maintaining the autos in the contract garage, plans should be made to consider garages in an outlying area or the further dispersing of Bureau cars by having Agents drive them home. Your plans in this respect should be set forth.

7. Other Automotive Equipment

C. COMMUNICATIONS

It should, of course, be recognized that the importance of adequate communications facilities is paramount in an emergency. Careful study should be given to your radio and telephone facilities.

1. FM Two-Way Radios for automobiles
2. Moving CW and FM Stations

It is desired that you consider the feasibility of moving your CW emergency radio station and also the FM station if one is maintained in your office. Such plans could include consideration of alternate space, the availability of power, and the problems which might arise in erecting even emergency antenna. Advise the Bureau of your plans and any particular problems which you can anticipate.

3. Do you presently have surplus antennas? Would they be desirable to have?
4. Have you installed the alternate generators? If not, what is the reason?
5. Do you have a radio technician assigned to your office?
6. How many radio operators are presently assigned?
7. Do you have Agents who were formerly radio operators? If so, give their names.
8. Would it be desirable to train any female clerks in your office, who could serve in an emergency as radio operators?

9. Set forth your recommendations resulting from the telephone survey you were requested to make by SAC Letter of August 22, 1950.

#### D. OFFICE ADMINISTRATION

1. Alternate Office Space

Every office should make plans without, however, making contacts outside the Bureau at this time for alternate office space in the event of an emergency. The various possible contingencies should be taken into consideration. The alternate office space considered in your plans should be set forth numerically in the order of preference.

2. Chain of Command

The personnel to be in charge in the event of an emergency should be set forth. This should include the SAC and ASAC.

3. Destruction of Bureau Files and Other Confidential Matters

Specific plans should be made and submitted following the suggestions in the SAC Letter of July 11, 1950, setting forth the provisions in your office for the destruction of Bureau files and other confidential matters including manuals. All "OO" files should be placed in one file cabinet but the pending and closed sections thereof should be maintained separately. The files containing material to be destroyed should be appropriately but innocuously labeled to indicate priority of destruction. You should in making your plans consider the most expeditious and practical method of handling this problem. All of your plans should be submitted to the Bureau in this survey.

4. Incinerators

The availability of incinerators should be set forth. Any other plans you have concerning the destruction of files and Bureau records should also be included.

5. Instructions to Agents and Other Bureau Employees

It should be recognized that, in the event of certain types of emergencies, it will not be possible to hold conferences with all employees of your office. In anticipating this you should, therefore, prepare whatever instructions are believed by you necessary to be given to Agents and other employees to insure appropriate functioning under such emergencies. Sufficient copies of these instructions should be prepared and placed in the office safe so that if such an emergency arises it will only be necessary to pass out the appropriate instructions to the personnel. Copies of these plans should be submitted to the Bureau as an attachment to your report.

6. Creating squads according to geographical location of residences.

An analysis should be made of the geographical location of the residences of the employees assigned to your office along with the availability of personally-owned automobiles. Plans should then be made to divide all the personnel of your office into squads according to geographical area and availability of automobiles. A squad leader and alternate should be appointed for each squad. It would then be possible for the Field Office in an emergency to call only the squad leader who would have the responsibility of notifying the other members of the squad, picking them up and transporting them either to the Field Office or other designated place. By such planning, it is believed that it would be possible in an emergency for a Field Office to contact and collect more Bureau employees than would be possible if it were necessary to contact each one personally.

7. Identification for Clerical Employees

When a Civilian Defense office is set up in your state or headquarters city, it is believed advisable to make appropriate contacts to determine what steps are necessary to identify appropriately FBI clerical employees to insure that it would be possible for these clerical employees to reach the Field Office headquarters without delay in emergency situations. If, in an emergency situation, it is necessary for the Agent in Charge to issue some sort of identification for the clerical employees on a temporary basis, this may be done. If at some time in the future it is believed necessary for the Bureau to issue appropriate identification cards to all clerical employees, this will be done.

E. CIVILIAN DEFENSE

1. Liaison should be established with State Civilian Defense organizations and those in major cities as soon as they are established. The jurisdiction and responsibilities of the FBI should be explained. Care and caution should always be exercised to insure that the FBI does not become involved in any Civilian Defense problems, nor our opinions sought in connection with matters not within our jurisdiction.
2. The Civilian Defense plans should be obtained, reviewed in your office to determine if there is any conflict with Bureau plans or jurisdiction and submitted to the Bureau. The plans of the Civilian Defense organization for evacuation should be obtained and considered for the purpose of enabling you to issue appropriate instructions, when necessary, to Bureau personnel and their families.
3. Any information believed of significance concerning Civilian Defense matters should, of course, be brought to the attention of the Bureau.



## F. FIRST AID TRAINING

- 15/12/50  
11/3/51
1. Instructors for this program should be selected from available personnel in your office who are presently qualified as First Aid instructors or who may be qualified as First Aid instructors in the very near future by reason of participation in a Red Cross instructors' course. If you do not have a qualified instructor in your office and it is not practical to have a Bureau employee or employees trained as First Aid instructors, you should consider utilizing the facilities and services of the Red Cross, Public Health, local police, etc. The Bureau should be advised of your specific plans.
  2. Twenty-five per cent of the personnel assigned to your office, including both men and women, Agents and clerks, should be afforded the Red Cross Standard (Civilian Defense) Course in First Aid. This phase of the program should be completed within 90 days after the receipt of this letter and the Bureau should be advised.
  3. After twenty-five per cent of your personnel have received First Aid training, other employees assigned to your office may be afforded this training on a voluntary basis.

If you have any suggestions to make to the Bureau concerning any of the Bureau's War Plans, it is desired you submit these suggestions now as an attachment to your survey report. Each suggestion should be set forth on a separate page and should bear the appropriate caption as indicated in this SAC Letter. I cannot overemphasize the importance of each office making adequate plans to meet any foreseeable emergency. I desire that this matter be thoroughly and expeditiously handled and a report submitted to the Bureau within two weeks after the receipt of this SAC Letter.

(B) BUREAU WAR PLANS - COMMUNICATIONS -- Reference is made to SAC Letters (no numbers) dated July 11, and July 25, 1950, entitled "Bureau War Plans."

After a review was made of some of the telephone codes proposed by the several field offices, it would appear to be entirely impractical to consolidate all of the code terms submitted into one code because it would then become too voluminous and hence too unwieldy and cumbersome for use on the telephone under emergency conditions. Therefore, it will not be necessary for those offices not having already done so to submit any further proposed code vocabularies. In addition, all offices are not to use such proposed codes, but instead are to use only the code outlined herein for the purpose of exchanging communications by telephone with the Seat of Government and between field offices in the emergency. Thus, these present instructions will supersede any and all previous instructions issued in this regard.

Copies of the code and instructions for its use should be furnished in the field to all SACs, assistant SACs, and those agents in each field division's emergency chain of command. Likewise all officials at the Seat of Government having a need therefor, including those in the chain of command in each Division are to be provided with copies.

In order to insure the proper functioning of this code in the emergency, it is desired that practice runs be made locally in each field office between all such officials and the Bureau notified in the Bureau War Plans Survey Report under the caption "Bureau War Plans - Communications" that this has been done.

The telephone code, which is given in its entirety on the attached sheet, and instructions for its use are as follows:

It consists of 102 plaintext words, phrases, letters of the alphabet, digits and punctuation marks which are to be replaced in the code communication by numbers ranging from 1 through 127 (with gaps) which are to be disguised by using them in the telephone conversation as file classification numbers of imaginary file numbers of cases whose status is the subject of the conversation. Moreover, while it will be necessary to fill out these classification numbers by the addition of fictional case numbers, the only meaningful portion of the telephone conversation will be contained in the classification numbers. It is necessary to impose this restriction so that the listener will be given time to decode as the conversation is in progress in event he finds it necessary to encode some questions he may need to ask to clarify some point or seek additional information.

As an indicator of the fact that the ensuing telephone conversation is to contain this code, it should be concerned with a report on the status of the case load in the field division and should state that the information is being furnished in response to a "request from Mr. Nichols, not Mr. Glavin." The listener should as a consequence be immediately alerted to the contradiction in the fact that a request which should logically emanate from Mr. Glavin is being attributed, not to him, but to Mr. Nichols in whose division, of course, is located the Bureau's code section.

An illustration of the operation of this code on the telephone is as follows: "The report on the status of cases in this office, as requested by Mr. Nichols, not Mr. Glavin, is: as follows:  
We have opened the following new cases:

58 dash 1871  
104 dash 2398  
106 dash 2712  
84 dash 318  
104 dash 2399  
6 dash 117  
81 dash 121

"In addition the following cases are delinquent although I am making every effort to expedite their handling:

114 dash 6147  
115 dash 7216  
106 dash 2341  
104 dash 1873  
65 dash 4947  
21 dash 141

"If I find that I need more manpower to handle these cases or if any new cases arise which might affect the status of the work here, I shall communicate with you further on the matter. Do you have any questions or instructions?"

It should be realized that in actual use one or more similar comments regarding each case cited will be given after each such item.

The decode of the above conversation, which, of course, should have been made during the progress of the conversation, is as follows:

Classification Numbers	Plaintext
58-	RUSSIAN
104-	S
106-	U
84-	B
104-	S
6-	ATTACKED
81-	YESTERDAY
114-	1
115-	2
106-	U
104-	S
65-	SHIPS
21-	DESTROYED

In using the code, the following rules should be adhered to:

1. The code should be kept available at the desk where coded calls might be received and should, of course, be afforded appropriate security and locked when not attended.
2. Immediately prior to using same, the official should thoroughly familiarize himself with the plaintext vocabulary so that he will be able to use the code quickly and accurately on the telephone.
3. If possible, the coded message should be made up before establishing the telephonic contact.
4. Sufficient meaningless patter should be injected into the conversation at logical intervals to give the listener time to effect the decode during the conversation.
5. Only the code described herein is to be used as given here and no supplements or other modifications are permitted. Only the file classification numbers (never the character of the case) are to be used as code terms to substitute for the plaintext words, phrases, etc.

#### ENCODING

6. Common abbreviations whose meaning will be unmistakably clear to the listener may be used in setting up the plaintext for encoding. (See "SUBS" and "U.S." in the illustrative example).

7. The phraseology of the plaintext message should be carefully selected to restrict it as much as possible to those plaintext terms in the vocabulary in order to avoid the laborious and time consuming process of spelling out letter by letter the words not contained in the code.
8. In this latter connection, it will be observed that the code system provides an alphabet and a number series which will enable the users to spell out or otherwise convey any words, names, numbers, or other plaintext equivalents not contained in the necessarily limited vocabulary given.
9. Since it will be noted in the code that one code term may represent one root word, together with several cognate forms thereof, as SINK, SANK, SUNK, SINKING, the possibility arises that some ambiguity may result therefrom in some cases. Where this is anticipated, and it is necessary for clarity to use a specific form (such as tense of a verb for example) of the word in question, then the entire word desired should be spelled out letter by letter or as in the case of the word "destroy-ing" where the root word does not change but merely adds the ending, the code substitute for the root word plus those spelling out the ending may be used, as 21-4063, 92-4671, 98-2716, 89-1416.
10. Whenever it becomes necessary to repeat the classification numbers, as in the example above, different case numbers should obviously be affixed to them each time they are repeated, if necessary, to avoid the undesirable situation where the same complete file number (that is, same classification and same case number) is unwittingly repeated in the course of the conversation with different and thus possibly contradictory comments each time it recurs. Otherwise, the suspicions of any censor who may be monitoring the conversation during the critical period may be aroused, thus possibly causing him to interrupt or cut off the conversation.

#### DECODING

11. Immediately upon hearing the indicator phrase concerning the case load figures "request from Mr. Nichols, not Mr. Glavin," the listener should prepare to take down and decode the fictional file numbers following, paying most particular attention to the classification numbers but not completely ignoring the "patter," since a knowledge of the latter may be necessary in the event it is desirable to encode any questions to be asked relative to the secret communication.

Any such questions should then be encoded and disguised with some such covering conversation as previously given.

12. The classification numbers should be written down in column form so that their corresponding meanings can be set out opposite them, as in the above example. Sometimes, of course, it may be necessary

to slow the sender down, but in such event the remarks should be of such a nature as not to arouse the suspicion of a censor. Also, if the receiver needs more time to decode he should ask the sender to give him file numbers of inactive cases, it being understood by all users hereof that these would have no meaning in the code itself, but were merely used as a delaying tactic. If after decoding the message, something about it is not clear, it can be checked with the sender, of course, by reading the case numbers back to him, although care should be taken to avoid arousing suspicion in this connection.

GENERAL

13. It must be realized that it has been necessary in its formulation to sacrifice security in order to gain sufficient simplicity to permit ready use on the telephone. As a consequence, it would be desirable for security's sake to restrict its use to an absolute minimum and even then to convey only the briefest possible message consistent with the requirements at the time, relying for extensive communication purposes on the more flexible existing code communications system.

Very truly yours,

John Edgar Hoover

Director

Attachment for (B)

1-.....advise/s/ed/ing  
 2-.....air  
 3-.....army/ies  
 5-.....atom/ic  
 6-.....attack/s/ed/ing  
 8-.....bacteriological warfare  
 9-.....bomb/s/ed/ing  
 10-.....censor/s/ed/ing/ship  
 11-.....civilian/s  
 12-.....communicate/s/ed/ing/ion  
 14-.....communist/s  
 15-.....damage/s/ed/ing  
 16-.....danger/ous  
 17-.....defeat/s/ed/ing  
 19-.....defense/s  
 21-.....destroy/s/ed/ing  
 22-.....electric/electricity  
 23-.....enemy/ies  
 24-.....espionage  
 26-.....evacuate/s/ed/ing/ion  
 27-.....F.B.I.  
 28-.....fleet/s/  
 29-.....food  
 31-.....gas  
 33-.....hysteria  
 34-.....immediate/ly  
 35-.....informant/s/information  
 36-.....instruct/s/ed/ing/ion  
 37-.....intelligence  
 38-.....investigate/s/ed/ing/ion  
 39-.....kill/s/ed/ing  
 40-.....land/s/ed/ing  
 41-.....marine/s  
 42-.....martial law  
 43-.....navy/ies  
 45-.....occupy/ies/ied/ing/ation  
 46-.....out-number/s/ed/ing  
 47-.....parachutist/s/paratroop/s  
 48-.....plane/s  
 49-.....police  
 50-.....prepare/s/ed/ing/ation  
 52-.....radio/radio operator/radio station  
 53-.....reenforce/s/ed/ing/ment  
 55-.....request/s/ed/ing  
 57-.....retreat/s/ed/ing  
 58-.....Russia/n  
 59-.....sabotage/s/ed/ing  
 61-.....security  
 62-.....send/sent  
 65-.....ship/s/ed/ing  
 66-.....sink/sank/sunk/sinking  
 68-.....situation/s  
 69-.....subversive activity/ies

70-.....supply/ies/ied/ing  
 72-.....surrender/s/ed/ing  
 73-.....telephone/s/ed/ing  
 74-.....today  
 75-.....tomorrow  
 76-.....transport/s/ed/ing/ation  
 77-.....troop/s  
 78-.....water  
 79-.....wound/s/ed/ing  
 81-.....yesterday

82-.....A  
 84-.....B  
 85-.....C  
 86-.....D  
 87-.....E  
 88-.....F  
 89-.....G  
 90-.....H  
 92-.....I  
 93-.....J  
 94-.....K  
 96-.....L  
 97-.....M  
 98-.....N  
 99-.....O  
 100-.....P  
 101-.....Q  
 103-.....R  
 104-.....S  
 105-.....T  
 106-.....U  
 108-.....V  
 109-.....W  
 111-.....X  
 112-.....Y  
 113-.....Z

114-.....1  
 115-.....2  
 116-.....3  
 117-.....4  
 118-.....5  
 119-.....6  
 120-.....7  
 121-.....8  
 122-.....9  
 123-.....0

124-.....Space (-) (To separate words  
 when spelled out)  
 125-.....Period (.)  
 127-.....? (To ask questions)



United States Department of Justice  
Federal Bureau of Investigation  
Washington 25, D. C.

PERSONAL ATTENTION  
~~STRICTLY CONFIDENTIAL~~

SAC LETTER NO. 108  
Series 1948

IN REPLY, PLEASE REFER TO

FILE NO. \_\_\_\_\_

July 27, 1948

MEMO FOR MR. HOOVER	CALLAHAN	HINCE	NANNA
TOLSON	CALLAN	JONES, M. A.	NAUGHTEN
CLEGG	CARLSON	KEAY	NEASE
<del>CONNELLEY</del>	CARTWRIGHT	LAUGHLIN	PARSONS
GLAVIN	CONRAD	LEONARD	PENNINGTON
HARBO	DOWNING	LONG	RENNEBERGER
LADD	EDWARDS, H. L.	McCABE, E. J.	ROGERS
NICHOLS	EGAN	McCABE, N. H.	SIZOO
ROSEN	FEENEY	McGUIRE	TAMM, Q.
TRACY	FLETCHER, H. B.	McINTIRE	WALL
BAUMGARDNER	GURNEA	MOBLEY	WHITSON
BAUGHMAN	HARGETT	MOHR	

*Approved*

RE: BUREAU WAR PLANS

In the event hostilities involving this nation should commence, you will be advised by telephone or teletype to put Plan W (meaning war) into effect immediately. The basic Bureau war plan which is set forth hereinafter involves the protection of Bureau personnel and property, the detention of persons dangerous to the internal security, appropriate liaison with other agencies involved in the war effort, and prompt handling of all matters affecting the internal security of this country.

The details regarding the detention of persons dangerous to the internal security of the United States will be covered in a separate SAC letter.

The contents of this letter should not be discussed with anyone outside the Bureau but you should so familiarize yourself with its contents that in the event of hostilities the instructions contained herein will be followed promptly and efficiently.

Upon receipt of instructions from the Bureau to put this plan into effect, you should comply with the following instructions:

1. Your Field Office, until further notice from the Bureau, will be open on a twenty-four-hour, seven-day week basis with an adequate number of personnel, Special Agent and clerical, to conduct emergency business at all times.

2. All leaves except sick leaves shall be cancelled and employees called back to duty.

3. Armed Special Agents shall be assigned in appropriate shifts to guard duty in the Bureau offices and contract garages in the headquarters city. You should make appropriate arrangements for the protection of Bureau Office property and automobiles in the outlying residencies.

4. The Bureau's radio stations where not located in Bureau office space should be under twenty-four-hour per day armed guard.

5. All Special Agents should be armed at all times when on duty outside of the Bureau Field Office.

6. Emergency blackout equipment should be obtained to blackout all necessary windows in your office space so that the work of the Bureau will not be impeded by any emergency blackout until such time as regular blackout equipment can be obtained. Bureau automobiles which are being used in necessary night work should have their headlights painted black with the exception of a strip one half inch high and three inches long on the bottom portion of each lens which should remain unobscured.

7. You should assure yourself that an auxiliary engine and an adequate fuel supply for such engine are installed for auxiliary use with your radio equipment.

8. You should obtain an extra battery for each of your cars equipped with radio. You should obtain an extra set of tires and tubes for each of the automobiles assigned to your office.

9. You should assure yourself of an adequate source of gasoline supply for the Bureau cars in the event electric power in your community is shut off for any reason and you are unable to obtain such gasoline from electrically driven pumps.

10. The San Diego and Seat of Government radio stations will be on the air twenty-four hours per day. You should advise the Bureau by radio through the appropriate relay point at the first proof of a break in telephone or teletype communication with the Seat of Government. You should likewise advise the Seat of Government immediately if you are unable to make a necessary telephone or teletype contact with any adjoining Field Division.

11. You should arrange immediately with all transportation companies in your district to stop all travel of nationals of hostile nations, diplomatic or civilian, by train, bus, aircraft, or vessel. If any transportation company refuses to comply, immediately advise the Bureau by telephone.

12. You should arrange with all communications services to prevent the transmittal by nationals of the hostile nation, either diplomatic or civilian, of all telephone, telegraph, express, radio, radio telephone, cable, mail, or parcel post communication outside of the United States. If any communications service refuses to comply, immediately advise the Bureau by telephone.



13. You should take immediate steps to stop all communications, including press communications, to hostile countries.

14. You should institute immediately through appropriate contact with law enforcement agencies in your district every possible precaution with regard to sabotage, espionage, or organized fifth column activity.

15. In the event you are in an area under hostile attack or bombardment, forward to the Bureau immediately by coded radiogram appropriate English words to be used by you in any telephonic conversation to the Seat of Government for describing conditions pertaining to such hostile action and other conditions upon which you desire to report. Endeavor to use words which will readily fit into syntax of conversations.

16. All National Police Academy sessions are cancelled. You should discontinue all investigations and notify all departments to whom invitations have been extended as indicated by copies furnished to your Division that cancellation is due to emergency conditions. All In-Service classes will be discontinued.

17. Appropriate and continuous liaison should be established in your district with the Armed Services, the Atomic Energy Commission (where located within your Division), and with the duly constituted law enforcement agencies.

18. All allegations of sabotage should be checked immediately to determine if they are well founded. If so, the Bureau should be advised immediately concerning:

- A. The effect of such sabotage on the community or on the war effort.
- B. The length of time it will take to repair the damage or to install emergency equipment.

19. Sabotage investigation kits should be available in each Field Office and sabotage investigations should be conducted promptly and thoroughly.

20. A Complaint Desk should be set up for taking complaints quickly and courteously and all complaints should be carefully screened thereafter and those having investigative possibilities should be thoroughly exploited.

21. Contacts with your informants should be made as frequently as possible, bearing in mind the necessity for utmost security.

22. The utmost security should be placed in effect for the technical and microphone surveillances operated in your Field Division. You should discontinue immediately any such surveillances on residences of subjects after their detention has been effected so that your equipment may be available in other cases developing out of the war emergency.

There will, of course, be additional instructions from the Bureau which will apply to specific offices, but the foregoing plan should be put into effect by all SAC's upon notification from the Bureau.

Very truly yours,

John Edgar Hoover

Director

SAC LETTER NO. 108  
Series 1948  
7-27-48

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: July 13, 1954

FROM : D. J. PARSONS P

SUBJECT:

Bureau  
WAR PLANS Auxiliary space For S.O.G.  
EVACUATION SITE

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

In accordance with your instructions to Mr. Mason and me, the following is a summary outline of information concerning the Bureau's emergency relocation site.

## 1. Location

a. The Bureau's emergency relocation site is at Shepherd College, Shepherdstown, West Virginia, located on the upper Potomac River 50 air-line miles from Washington and approximately 75 miles by any of several highway routes. The attached map shows the access highways. Shepherdstown is on the Baltimore & Ohio Railroad and the nearest airport is at Martinsburg, W. Virginia, nine miles away.

## 2. College facilities

a. Shepherd College is a West Virginia State Teachers' College. The property consists of approximately 25 acres and 15 buildings having approximately 100,000 square feet of useable space. This space is considered adequate for the 542 Bureau personnel listed for evacuation and the Attorney General, Deputy Attorney General and eight other Department of Justice officials.

b. The recently completed men's dormitory together with two older dormitories provides normal accommodations for approximately 220 people. By using additional cots in the present dormitories and using rooms in other buildings, it is felt that sleeping accommodations can be provided for all that will be able to sleep at one time under emergency conditions.

c. There is a cafeteria building which will accommodate approximately 200 people at one sitting. 66-17381-317

## 3. Emergency plans

EX-123

RECORDED-85

a. Our present plans call for the use of the administration building of the College to provide office space for Bureau and Department officials. The first floor plan of the..

cc: Mr. Mohr  
Mr. Mason

JUL 27 1954

EDM/DJP/mek

Memo to Mr. Tolson 7/13/54  
Re: War Plans - Evacuation Site

*Notes*  
administration building is attached showing the proposed use of the President's office for the Director's office and the library for the Attorney General and Justice officials. The Domestic Intelligence Division will occupy the whole second floor of the administration building and other buildings will be used to provide the necessary space for the essential functions of other SOG divisions.

*a specific office should be allocated for ab. 4.*

4. Status of emergency facilities

a. The arrangements with the College have been made on a very confidential basis and only [redacted] President of the College, has full knowledge of our arrangements with the College. The business manager, [redacted] does know that the College has made commitments in the interests of national defense.

b6  
b7C

b. One room in the basement of the administration building has been made available and is being used for the present telephone and teletype facilities installed.

5. Communications

a. In the basement room of the administration building a switchboard has been installed and is connected by cable to the telephone company office. Telephone instruments are stored in this room but have not been placed in the various offices and connected to our switchboard because of the confidential nature of our arrangements.

b. Teletype machines are also installed in this room and connected by cable to the telephone company office.

c. Approximately one-half mile from the College property on rented land has been installed a microwave station to permit communication with the other sensitive agencies designated by the White House. These include [redacted]

b7E

d. At the microwave station there is also installed a small radio transmitter which will provide only emergency

Memo to Mr. Tolson 7/13/54  
Re: War Plans - Evacuation Site

communication by radio with the Bureau's main radio station at Clinton, Maryland; if it is inoperative, with one field office in the eastern part of the United States. *I suggest Exec. Conference*

*consider whether more powerful*  
e. Additional radio equipment to permit an increased volume of communications with other field offices is stored but not installed in the Veterans' Hospital approximately five miles from Shepherd College. *station is presently needed*

In connection with any proposed plan by the Attorney General or his associates for a trial evacuation to Shepherdstown, it might be pointed out that in March the Ad Hoc Committee on War Planning inquired of the Bureau as to the practicability of a trial evacuation of Bureau personnel to the relocation center. The Bureau advised that this would be highly undesirable because our arrangements are highly confidential and we have no personnel occupying the premises.

*Give above prompt  
Attention.*

*H.*

*In view of Conf recommendation  
to explore relocation of evacuation  
Lgts. action on above notation  
deferred pending results of survey*

*7/19*

FBI -- Division Four

Date

7-22 1954

## COMMUNICATIONS SECTION

Director	Mr. Wherry, 5537
Mr. Tolson	Miss Clark, 5537
Mr. Boardman	Mrs. Enos, 4642
Mr. Nichols	Mr. Joule, Waldorf
Mr. Belmont	Mrs. Foster, 5545
Mr. Harbo	Mrs. Liddon, 4642
Mr. Mohr	Miss Mobney, 5644
Mr. Parsons	Mr. Smyth, Clinton
Mr. Rosen	Miss Wassink, 4642
Mr. Tamm	Mr. Woodley, 5533
Mr. Holloman	<i>Woods</i>
Mr. McGuire	Room 7645
Mr. Conrad	Chief Clerk
Mr. Donohue	Fugitive Desk, 5728
Mr. A. E. Dooley	Ident., 4134 IB
Mr. Downing	Leave Clerk
Mr. Ferris	Mail Room, 5533
Miss Gandy	Movement Section
Mr. M. A. Jones	Payroll
Mr. McMichael	Reading Room
Mr. Scovell	Records Section
Mr. Seyfarth	Routing Unit
Mr. L. E. Short, 7105	Service Unit
	Voucher Unit

For the Director

Please Handle

Per Call

WFO, OPO 537

*Other material on microwave  
installation is filed in  
Bufile 66-17381-  
Bureau War Plans - Construction Site*

L. E. Wherry, Jr.

RM. 5537

E.T. 529

*WFW*

DO-6

OFFICE OF DIRECTOR  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

Mr. Tolson \_\_\_\_\_  
Mr. Boardman \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Belmont \_\_\_\_\_  
Mr. Nathan \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Parsons \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tamm \_\_\_\_\_  
Mr. Jones \_\_\_\_\_  
Mr. Sizoo \_\_\_\_\_  
Mr. Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Miss Holmes \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

*Mr. Boyle*

*AJB* ~~Baker~~

*M. G. G. G.*

*Mr. Dwyer*

*Mr. Conrad*

*Mr. Gault*

*0 Bureau War Plans - Auxiliary 4 in. for  
S. A. G.*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 7/21/54

FROM : The Executives' Conference

SUBJECT: WAR PLANS

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Mohr  
Trotter  
Winterrowd  
Tele. Room  
Holloman  
Miss Gandy

It was pointed out to the Conference that during the past several months there have been rumors that the President will order an early evacuation of Washington under emergency conditions, however, there has been nothing specific in this respect. It was presented to the Conference that it would be far easier to make specific war plans and plans for the evacuation of Washington if it were possible to ascertain under what conditions the President proposes ordering the evacuation of particularly the Sensitive Agencies whose services are necessary for the continued operation of the Executive Branch. It was suggested that Liaison make some effort to ascertain if the President has laid down any list of circumstances or conditions under which he would order an evacuation of Seat of Government.

EXECUTIVE CONFERENCE CONSIDERATION: EDM:cs

Present at the Executives Conference of 7/21/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Kemper and Mason.

The Conference unanimously felt that it would be entirely possible and desirable for a Liaison Agent in connection with his routine contacts at the Office of Defense Mobilization to ascertain whether the Office of Defense Mobilization desires that sensitive agencies:

- 1 - Plan to evacuate upon the issuance of a yellow alert or other signal that a hostile attack is imminent, or,
- 2 - Plan to remain in Washington until ordered to evacuate by the White House.

In reaching this conclusion the Conference took cognizance of the fact that Federal Civil Defense is planning to advise the public of the imminence of any hostile attack and encourage the public to endeavor to walk out of Washington

Attachment sent 7-22-54

JEM:nfp

CC: Sizoo  
Harbo  
Belmont  
Boardman

RECORDED - 23  
EX-123

AUG 2 1954

BOARD



(vehicular traffic prohibited). There appear to be no clear-cut instructions as to when sensitive agencies should evacuate; the Bureau has advised ODM in its war plans synopses submitted periodically that we contemplate evacuating when ordered to do so by the White House. The purpose of this check is to make certain that we are still on sound ground.

If approved, appropriate instructions are attached in memorandum form.

✓

OK  
h

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

FROM : Executives Conference

DATE: 7/21/54

SUBJECT: WAR PLANS - EVACUATION

Tolson ✓  
Ladd ✓  
Nichols ✓  
Belmont ✓  
Clegg ✓  
Glavin ✓  
Harbo ✓  
Rosen ✓  
Tracy ✓  
Mohr ✓  
Trotter ✓  
Winterrowd ✓  
Tele. Room ✓  
Holloman ✓  
Miss Gandy ✓

*cc For C-0 15.*

Present at the Executives Conference of 7/21/54 were Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Hennrich, Boardman, Rosen, Kemper and Mason.

The Conference unanimously agreed that a Liaison Agent should contact the Office of Defense Mobilization to ascertain that the FBI is in possession of all suggestions, instructions and guides the Office of Defense Mobilization has to offer in connection with the preparation and compilation of evacuation and other war plans.

It was believed by the Conference that we should assure ourselves that nothing has been issued which could be helpful in our war planning that might have escaped FBI attention.

If approved, there is attached an appropriate memorandum of instructions.

Attachment *sent 7-22-54*  
*10/25/54*

cc - Mr. Sizoo  
Mr. Harbo  
Mr. Belmont  
Mr. Boardman

EDM:cs

RECORDED-80

EX-123

*copy filed 65-2554-*

50 AUG 2 1954